



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for December 27th – January 3rd
Date: January 3, 2012

Beneficial Reuse of Wastewater & Bulk Water Sales: Reuse of wastewater has been an objective of the wastewater treatment facility since its inception. As was reported in previous CAO reports staff is working with a firm to utilize the wastewater lagoon and wastewater treatment facility's effluent discharge for an industrial use but there is nothing new to report.

Phone System IT Update: The current phone system is antiquated and parts are no longer available for the system. I will present an option to upgrade our current system in February 2012. Estimated cost for the upgrade is less than \$2,000.

Discussion Sales Tax & Transient Guest Tax: I will present options and details for these revenue sources at the January 17th meeting.

Municipal Code Adoption: The adoption of an updated municipal code should occur every three to five years; staff will present an updated municipal code for consideration in January or early February. Please note: The adoption of the municipal code is known as "codification" and is an incorporation of ordinance previously adopted by the City Council, there are no changes to any ordinances merely a restatement of all ordinances adopted which are reflected in the City Code book.

Strategic Plan RFP: I have been in contact with representatives from the Wichita State University, Kansas State University, and the University of Kansas requesting bids for the facilitation of a community visioning session that will be the basis of a community strategic plan. I hope to have these bids for your consideration at the January 17th or February 6th meeting.

Phone Alert System: Several members of the governing body have requested the City investigate the purchase of a phone alert system. I am soliciting several proposals for consideration after the first of the year. The phone alert system enable the City to send out calls to all utility users regarding service outages, snow route information, road closures, community emergencies, local amber alerts, and other emergency items that are important to our community. I will present this item for your consideration in February.

Buxton Scout Renewal: A presentation will be presented by Joe Brown of Buxton on Tuesday, January 17th. Mr. Brown will provide a demonstration of the upgraded capabilities of the Buxton software that will enable staff to do searches and reports in house rather than through Buxton. This change allows multiple real time reports to be drafted by City staff.

Personnel Policy Update: A draft update to the personnel manual and position description update will be presented for your review in the first quarter of 2012.

Water Storage Tank: Nothing new to report. KDHE is close to giving final approval to proceed with the issuance of bids to construct the 500,050 gallons water storage and associated waterworks. A project timeline will be finalized within 2 weeks of receipt of the KDHE project approval letter.

16"-18" New Water Supply Line Bid Process: Nothing new to report. City Engineer Harlan Foraker has submitted the route and plan to KDHE. KDHE will approve the route and the plan; once the approval is received staff will proceed with the solicitation of bids in early 2012.

183rd Street Improvements: Please see the project's tentative timeline attached to this report.

Existing 12" Water Supply Line Relocation: Staff will review a draft relocation agreement this week. The agreement will then be submitted to the City Council. After your approval the agreement will be considered by the City Council in the first quarter of 2012. City Attorney Bob Coykendall has been working with the City of Wichita on the general provisions of the agreement.

Library Project: Assistant to the City Administrator Kiel Mangus will present a full project update as an agenda item at the January 17th meeting.

FEMA Flood Plain Maps & Ordinance: Community Development Director Justin Givens is working on updating the City's flood plain maps. The City will need to update Ordinance 649 in order to comply with changes to the federal flood plain rules and regulations. This item will be presented for your review at the January 17th meeting with adoption after the Division of Water Resources Chief Engineer approves the update.

Linear Park Project: A full project timeline will be presented in a future City Administrator's weekly report.

PLEASE NOTE:

- Water consumption during the months of January & February is averaged to determine residential sewer charges for 2012.
- The next City Council meeting is **Tuesday, January 17th** in observance of the Dr. King Holiday.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for January 3rd – January 17th
Date: January 17, 2012

Beneficial Reuse of Wastewater & Bulk Water Sales: City Attorney Clint Goos and I have a meeting scheduled with Advanced Aquatics on Thursday, January 19th. The purpose of this meeting is to discuss the City's sale of wastewater and raw water to the firm for use in the oil fields.

Phone System IT Update: The current phone system is antiquated and parts are no longer available for the system. I will present an option to upgrade our current system in February 2012. Estimated cost for the upgrade is less than \$2,000.

Discussion Sales Tax & Transient Guest Tax: We are awaiting numbers from the Department of Revenue before proceeding with further discussion.

Municipal Code Adoption: Staff will present this for adoption at the February 21st meeting. Please note: The adoption of the municipal code is known as "codification" and is an incorporation of ordinance previously adopted by the City Council, there are no changes to any ordinances merely a restatement of all ordinances adopted which are reflected in the City Code book.

Strategic Plan RFP: I will present an update on the status of Goddard's application to be a participant in the K-State Research and Extension program that is to occur in the spring of 2012. Please see the attached handout on the program overview and cost.

Phone Alert System: Several members of the governing body have requested the City investigate the purchase of a phone alert system. I am soliciting several proposals for consideration after the first of the year. The phone alert system enable the City to send out calls to all utility users regarding service outages, snow route information, road closures, community emergencies, local amber alerts, and other emergency items that are important to our community. I will present this item for your consideration in February.

Water Storage Tank: KDHE has approved the project and we hope to go to bid on the pump station by the end of January.

16"-18" New Water Supply Line Bid Process: Nothing new to report. City Engineer Harlan Foraker will submit the route and plan to KDHE by the end of February. KDHE will approve the route and the plan; once the approval is received staff will proceed with the solicitation of bids in early to mid 2012.

183rd Street Improvements: Solicitation of bids occurred today. Bid opening will be February 1st with a Council award on the project February 6th. Council will also consider an ordinance declaring 183rd a main trafficway as well as a resolution authorizing the project and awarding the construction bid. On Tuesday, February 21st the governing body will adopt a resolution authorizing the sale of temporary notes. Construction will tentatively begin the first full week in March with a temporary note closing occurring on Monday, March 12th (no action taken).

Existing 12" Water Supply Line Relocation: The relocation agreement is being reviewed by the City of Wichita. The City Council will consider the agreement when the City of Wichita approves the terms.

Library Project: Assistant to the City Administrator Kiel Mangus will present a full project update as an agenda item at the February 6th.

FEMA Flood Plain Maps & Ordinance: Community Development Director Justin Givens is working on updating the City's flood plain maps. The City will need to update Ordinance 649 in order to comply with changes to the federal flood plain rules and regulations. This item will be presented for your review at the February 21st meeting with adoption after the Division of Water Resources Chief Engineer approves the update.

Code Enforcement Update: Please see the attached list of active code enforcement issues, if you have questions please feel to contact either Justin or I.

GPD Staffing Update: Officer Johnnie Ogden has successfully completed his field training program and is currently on patrol.

Pre-treatment of Roadways: Staff is compiling possible courses of action to begin pretreatment of city roadways in the winter. I hope to have this item for consideration in February. We are making site visits to the local KDOT yard and City of Derby Public Works to investigate various approaches in how the material is applied to the roadway.

GPD Vehicle Bids: The 2012 operating budget authorizes the purchase of 2 replacement police vehicles. Chief Houston is soliciting bids from area providers for possible consideration by the governing body at a future meeting.

PLEASE NOTE:

- Goal Setting and Capital Project Planning is scheduled for the February 6th regular council meeting.
- Water consumption during the months of January & February is averaged to determine residential sewer charges for 2012.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



November 01, 2011

Department of
Agricultural Economics
342 Waters Hall
Manhattan, KS 66506-4011
785-532-1514
Fax: 785-532-6925

Greetings!

I am writing to invite your community's participation in a Community Economic Development program offered by K-State Research and Extension entitled ***Envisioning Economic Prosperity for Your Community***, to be conducted in Spring, 2012.

Envisioning is a strategic planning and visioning program aimed at taking stock of your local economy and developing a shared vision for the short- and long-term economic prosperity of your community and formulating strategies and action plans to trigger sustainable economic growth and development. It is a multi-part stakeholder-driven program spread over 5-6 weeks, and includes presentations, brainstorming and discussion, all of which will culminate with specific, locally-determined action strategies around which the community can rally. The program is led by a faculty member and economic development specialist from the Department of Agricultural Economics at K-State. The program requires 8-10 weeks of analysis and preparation time involving a core group of community organizers prior to and during the formal community workshops.

Over the past 15 months, we have or are currently working with **five Kansas communities – Clay Center, Council Grove, Minneapolis, Hiawatha and Andover**. I am pleased to report that the program has been very well received and the communities have already begun implementing their action plans and seeing results. With the economic challenges that confront most rural communities, this is a very opportune time to take steps toward positively impacting the local economy.

Envisioning provides a platform for the community to rally together, build consensus, generate momentum, and provide direction for shared ideas. To help bolster the local and state economy and make it easier for communities to take advantage of this opportunity, we subsidize a large portion of the cost of delivering this program. There is, however, a nominal sponsorship fee for the community to defray the costs of conducting the workshops. The attached sheet provides details about the approximate cost of participation.

We will be working with two communities during **March-July, 2012**. Please let us know of your interest and intent to apply by emailing or sending a letter to me by **January 06, 2012 (Friday)**. You will then receive additional instructions relating to the program and application process. Contact details are given at the bottom of page 2. The program workshops are expected to be completed by **July 31, 2012**. Given our capacity, slots are limited and the community selection process is expected to be competitive.

I will be happy to share more information about the program as well as our experience of working with other communities and the outcomes they have achieved. Please visit our website at http://www.ksu-olg.info/cedp_envisioning.html for more details. I look forward to hearing from you.

Sincerely,

Biswa Das
Dr. Biswa R. Das, Ph.D.

Community Economic Development Specialist

COST OF PARTICIPATING IN THE *ENVISIONING* PROGRAM

Other than time and motivation, there is no charge to individuals participating in the *Envisioning* sessions. There is, however, a community sponsorship fee that is set based on the population of the community (2010 census) and the distance from Manhattan, KS (66506). In addition to helping to offset some of the costs of staff time, materials and preparation for the program, and overnight stay for an OLG professional (if required), the sponsorship fee serves to bring additional community investment and involvement into the program.

Although many communities may request that their city commission fund the costs of the *Envisioning* program, this is strongly discouraged. Instead, we recommend that the local steering committee raise donations toward the sponsorship fee through approaching local businesses, civic organizations, church groups, and the local utility company, in addition to a donation from the city commission. It is crucial to the success of the program that there be widespread knowledge of and investment in the program prior to its beginning. *Envisioning* staff will assist in generating ideas for raising local sponsorships, although the effort is conducted by the steering committee.

Fees are set according to the following three-part formula:

Population: The minimum sponsorship rate is \$2,000 for communities with populations of 1,000 or less. For communities over 1,000 the sponsorship increases on a per capita rate as follows:

\$0.50 per capita additional for populations between 1,000 - 9,999

\$0.33 per capita additional for populations over 10,000

Travel: In order to offset the high number of trips that *Envisioning* staff makes to every community, an adjustable sponsorship fee is required for areas participating in the *Envisioning* program. Typically, a minimum of six trips to the community (often several more) are held to guide the steering committee, assist with logistics, conduct the orientation, program sessions and town meeting, and provide follow-up. The total mileage cost is computed for the actual number of round trips to the community at the current KSU mileage reimbursement rate. This amount is added to the base sponsorship rate for the total fee. If the number of trips to the community is significantly reduced through innovative scheduling plans, the travel fee will be reduced accordingly.

Lodging: Since the workshops are held in the evenings, if the distance of the community from Manhattan involves more than 3 hours of driving, the OLG professional will have to stay overnight, several times.

Dr. Biswa Das

Research Assistant Professor, Office of Local Government, Department of Agricultural Economics

Kansas State University, 10, Umberger, Manhattan, KS 66506

Phone: (785) 532-1514

Email: bdas@ksu.edu

Website: http://www.ksu-olg.info/cedp_envisioning.html

ZONING ISSUES**2012**

<u>ADDRESS</u>	<u>ISSUE</u>	<u>CONTACT</u>	<u>ABATED</u>
142 E 3rd	Car in Grass	Ltr 1/11	1/17/2012
621 N Oak	Markings	Visual	No Violations observed 1/11
219 Swanee	Roof Permit	Visual	Permit #1049 01/11
1805 Summerwood	Junk Car	Ltr 1/10	1/17/2012
1805 Summerwood	Junk in yard	Ltr 1/10	1/17/2012
521 E 4th	Car in Grass	Ltr 1/05	1/11/2012
521 E 4th	Junk in yard	Ltr 1/05	1/11/2012
207 W First	Limbs	Ltr 1/11	
19944 W Kellogg	Excess Tires		Will be gone this week
211 S Goddard	Excess Tires		Work in Progress



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for February 6, 2012
Date: February 6, 2012

Phone System IT Update: The current phone system is antiquated and parts are no longer available for the system. I will present an option to upgrade our current system in March 2012. Estimated cost for the upgrade is less than \$2,000.

Discussion Sales Tax & Transient Guest Tax: We are awaiting numbers from the Department of Revenue which should be known in mid to late March. Once the numbers are received we will proceed with further discussion.

Municipal Code Adoption: Staff has distributed a draft copy of the municipal code update and we will present this for adoption at the March 5th meeting. If you have questions regarding the content please contact City Clerk Teri Laymon, or myself. Please note: The adoption of the municipal code is known as "codification" and is an incorporation of an ordinance previously adopted by the City Council. There are no changes to any ordinances merely a restatement of all ordinances adopted which are reflected in the City Code book.

Phone Alert System: Several members of the governing body have requested the City investigate the purchase of a phone alert system. I hope to present this item for discussion in March.

Water Storage Tank: Bids for this project are due February 16th and will be presented for your consideration at the February 21st meeting.

16"-18" New Water Supply Line Bid Process: This project is on schedule and staff has tentatively scheduled consideration of bids for the March 19th regular Council meeting.

Existing 12" Water Supply Line Relocation: Staff has nothing new to report. The relocation agreement is being reviewed by the City of Wichita. The City Council will consider the agreement when the City of Wichita approves the terms.

FEMA Flood Plain Maps & Ordinance: Community Development Director Justin Givens is working on updating the City's flood plain maps. The City will need to update Ordinance 649 in order to comply with changes to the federal flood plain rules and regulations. This item will be presented for your review at the March 5th meeting for adoption after the Division of Water Resources Chief Engineer approves the update.

GPD Vehicle Bids: As reported in the January 17th CAO report Chief Houston has solicited bids which are due February 10th. Staff will present the bids at the February 21st meeting and seek direction from the governing body as to how to proceed.

2011 Legal Fees: I am pleased to report that 2011 legal fees totaled \$93,232 for City Attorney and Prosecutor services. This amount is a saving of \$42,768 dollars from the pre-2010 fiscal year. Morris-Laing billed 623.1 billable hours which equates to 78 working days. Staff is very pleased with the timeliness and responsiveness of the firm and is glad to have them on our side.

January Water Consumption: For the month of January 2012 the City pumped 11,480,000 gallons of water. The City sold 9,768,000 gallons of water with 320,000 being provided to City installations and uses. The City's water loss totaled 1,392,000 gallons, a loss rate of 12% which is in the upper end of average water loss for Kansas water systems. The water utility billed 1,699 meters in January 2012 an amount that is unchanged from December.

Wastewater Treatment Facility UV Circuit Board Follow-Up: As directed by the governing body, City Engineer Harlan Foraker contacted the distributor of the circuit board and found the reason the board was quoted in the proposal is because the current board is not functioning properly. The circuit board is not on a routine replacement schedule but simply malfunctioned. We do not believe that we will need to include this item in the facilities on-going replacement program.

Wastewater Treatment Plant Chopper Pump: The chopper pump that was authorized by the Council during the October 17, 2011 Council meeting is scheduled to arrive this week and should be installed the following week.

PLEASE NOTE:

- Goal Setting and Capital Project Planning is scheduled for the Tuesday, February 21st regular council meeting.
- Next Council Meeting will be Tuesday, February 21st at 7pm in City Hall.
- City Offices will be closed Monday, February 20, 2012 in observance of Presidents' Day.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for March 5, 2012
Date: March 5, 2012

Phone System IT Update: The current phone system is antiquated and parts are no longer available for the system. I will present an option to upgrade our current system in April 2012. Estimated cost for the upgrade is less than \$2,000.

Discussion Sales Tax & Transient Guest Tax: We are awaiting numbers from the Department of Revenue which should be known in mid to late March. Once the numbers are received we will proceed with further discussion.

Municipal Code Adoption: The municipal code update will be presented for adoption at the April 2nd meeting. The adoption of the municipal code is known as "codification" and is an incorporation of an ordinance previously adopted by the City Council. There are no changes to any ordinances merely a restatement of all ordinances adopted which are reflected in the City Code book.

16"-18" New Water Supply Line Bid Process: The City has been awarded a \$5,040,000 loan from KDHE with an interest rate of 2.34% to construct this project. The design of the project is essentially complete and will be forwarded to KDHE for review and permit approval with the next week or so. The deadline to accept the funds is May 31, 2012. This item will be on the agenda for the March 19th regular meeting.

Existing 12" Water Supply Line Relocation: Staff has nothing new to report. The relocation agreement is being reviewed by the City of Wichita. The City Council will consider the agreement when the City of Wichita approves the terms. This item will be removed from future reports until we receive word from the City of Wichita on the project.

IRB Warranty Deed Resolution: Industrial Products IRB has expired and a resolution releasing the warranty deed will need to be considered. Staff will present this item at April's meeting.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for March 19, 2012
Date: March 19, 2012

Phone System IT Update: The current phone system is antiquated and parts are no longer available for the system. I will present an option to upgrade our current system in April 2012. Estimated cost for the upgrade is less than \$2,000.

Discussion Sales Tax & Transient Guest Tax: We are awaiting numbers from the Department of Revenue which should be known in mid to late March. Once the numbers are received we will proceed with further discussion.

Municipal Code Adoption: The municipal code update will be presented for adoption at the April 2nd meeting. The adoption of the municipal code is known as "codification" and is an incorporation of an ordinance previously adopted by the City Council. There are no changes to any ordinances merely a restatement of all ordinances adopted which are reflected in the City Code book.

16"-18" New Water Supply Line Bid Process: The City has been awarded a \$5,040,000 loan from KDHE with an interest rate of 2.34% to construct this project. The design of the project is essentially complete and has been forwarded to KDHE for review and permit approval.

Water Storage Tank: The water storage tank is progressing although today's rain will slow the project somewhat. The process for the issuance of temporary notes will begin at the April 2nd meeting.

183rd Street Paving: This project is progressing and a construction schedule should be received within the next day or two. Today's rain will not significantly slow the project. Road closure on 183rd south of Kellogg to the midsection line is scheduled to occur on Monday, March 26th. The school and KDOT have been notified. Storm sewer construction has already begun.

2012 Street Maintenance List: The streets staff would like to repair for the 2012 year will be presented at the April 2nd meeting.

Linear Trail Paving Project: The project is scheduled to begin on or before May 1st. The project was approved on 11.21.2011 with a total budget of \$181,630. Construction cost for the improvement is \$120,116. The project includes removal of the rail tracks crossing Walnut. A preconstruction conference should occur within the next several weeks.

St. Andrews 4th Addition: The improvements to the fourth phase of St Andrews are now complete and the project will be closed out although the temporary notes will remain open for a while longer.

Library Landscaping & Irrigation System: An agenda report will be presented at the April 2nd regular meeting to authorize the installation of landscaping and an irrigation system at the Library. The cost for the irrigation system is estimated to be \$3,000 installed and \$2,000 for parts only with City crews installing the system. Landscaping is estimated to be \$1,500 with city crews laying the sod.

National Night Out: National Night is Tuesday, August 7th and preparations are already underway. Police SGT Don McElroy, Community Development Specialist Monte Barnickle, and Lion Dan Funke (Chamber President Mark Herndon was unavailable but will attend future meetings) met to discuss task and resource allocations. The event will be held on the east end of Linear Park and will be held from 6-8pm. The Goddard Municipal Pool will be free to the public from 7pm until 10pm. The next planning meeting will occur on April 17th.

February Water System Data: The water utility pumped 13.1 million gallons of water selling 11.2 million to 1700 customers. The City used 332,000 gallons of water and the system experienced 1.6 million gallons in lost water. The water loss was 12% which is the same loss rate as January. The statewide average for system loss is 15%

Employee Wellness: Last month's Kansas Government Journal highlighted the savings that the City of Atchison was able to secure through the retention of Hardman Benefits (now Hardman & Howell). Mike Keller will present an opportunity for the City of Goddard to experience a decrease in insurance costs at the April 16th Council meeting.

Channel 7: Please refer to the power point handout accompanying this report that provides information on the latest Channel 7 slide show. Staff has contacted Cox Communications to inform them of issues with the channel as the information channel is dark in the Spring Hill Subdivision and areas of Old Town. We hope to have the situation resolved promptly.

IRB Warranty Deed Resolution: Industrial Products IRB has expired and a resolution releasing the warranty deed will need to be considered. Staff will present this item at April's meeting.

Reading Material: City of Park City residential housing incentive program and Citizen Complaint regarding a lack of public storm shelters.

Respectfully Submitted,

Brian


Brian W. Silcott,
City Administrator

Goddard City Channel 7




Welcome to Goddard
Cox Channel 7
News and Information
Contact us at 794-2441 with ideas
and comments
www.goddardks.gov

Goddard City Channel 7




**Goddard Annual Easter Egg
Hunt**
Saturday March 31st
At Discovery Intermediate School 301
S Main St at 2:00pm
Sponsored by the Goddard Activities
Committee

Goddard City Channel 7



**Goddard Annual City Wide
Garage**
May 4-5-6
No Permit Required

Goddard City Channel 7



Goddard Annual City Wide Clean Up
Saturday May 12
Start Planning now! Dumpsters located at
1206 N 199th at City Plant Maintenance
Building
1/2 mile north of Ace Hardware
No Hazardous Material Allowed.

Goddard City Channel 7



Goddard Community Garden
Seniors 50 and over
Free
If you are interested everything will be furnished: plants, seeds and tools.
Limited space first come first served.
Contact Dave or Phyllis Curtis
794-2726

Goddard City Channel 7




Goddard Public Swimming Pool
Opens Saturday May 26
Watch City Web Site for more information on Swim Lessons and Summer Party Activities.
www.goddardks.gov

Goddard City Channel 7



Goddard Baseball 2012
Register Now at
www.goddardkansas.info/baseball
Deadline is March 17th
This is Jr. Boys Baseball and Girls Softball
PS: Wanna be a Coach?

Goddard City Channel 7



Cleaning out closets??

- Please consider donating adult clothing to the Lord's Acre Center Clothes Closet at Regency Mobile Home Park, 16171 W. Highway 54. The Clothes Closet is located on the back side of the gray building, and is open Monday, Wednesday, and Friday from 2:00-5:00.
- The donated clothing is given to families in need at no charge to the recipients.
- The Lord's Acre Clothes Closet is sponsored by Goddard United Methodist Church, 794-2207.

Goddard City Channel 7



The City Tree Limb Dump Site OPEN

YOU MUST CALL 794-2441 to have a City Employee meet you at the site.



They will inspect your vehicle for TREE LIMB AND BRANCHES only
Thank you

Goddard City Channel 7




GODDARD CHAMBER OF COMMERCE
"Supporting Business...Strengthening Community"
General Meeting-Public Welcome

Public Invited
April 12 at 12:00 noon
Goddard Pizza Hut
Mark Hemdon President




Goddard City Channel 7




Goddard City Offices
118 N. Main
Hours: 8:00 AM - 4:30 PM
Monday through Friday
Main Number: 794-2441
Fax: 794-2401
For After Hours Utility Emergency Calls:
648-2462

Goddard City Channel 7



"Goddard Senior Group"
Invites Senior Citizens to join us for lunch on the **Second and Fourth** Thursdays of the month
Meals served at 11:45am
Pot Luck with Program to follow
Cards and games at 9:00am
Goddard Community Center



Goddard City Channel 7



Goddard Planning Commission


Meets the **2nd Thursday** of the month at 7:00pm

Goddard City Hall, 118 N. Main.

Citizens are invited and encouraged to participate. Please contact **Justin Givens** for more information.




Goddard City Channel 7



Goddard Public Library
201 N. Main
794-8771

Come and visit us or call with your ideas

Monday to Thursday: 10-7 pm
Friday 10 to 5 pm
Saturday: 9am-3pm



Goddard City Channel 7



Dog Leash Law

The City of Goddard requires all dogs to be enclosed in a fenced yard or **kept on a leash while walking.**

Dogs captured while running loose will result in fines from Municipal Court and kennel charges when picked up.

Please be a good neighbor and maintain your dogs for their safety and ours. If you walk your dog pick up the Poop. For that we thank you!



Goddard City Channel 7



Sedgwick County
Health Department

Sedgwick County Health Department Mobile Health Clinic visits Goddard the **1st Tuesday of every month (9:30 AM - 11:30 AM)** at the Employee Wellness Facility (201 N. Walnut). No appointment necessary. Immunizations are available. Please bring immunization record and medical card.



Goddard City Channel 7

Prairie Land Food
Communities In Action

www.prairielandfood.com

Save Money Shop Smart
Goal is to make great food at easy prices

Would you like to stretch your food dollar?

Goddard City Channel 7

Prairie Land Food
Communities In Action

www.prairielandfood.com

Specials: MARCH

- #1 Variety Box \$21.00
- #2 Pizza Party \$19.00
- #3 Easter Ham \$19.00
- #4 Mexican Fiesta Special \$22.00

Orders can be placed thru: March 12

[www.june@prairielandfood.com](mailto:june@prairielandfood.com)

Goddard City Channel 7

Prairie Land Food
Communities In Action

www.prairielandfood.com

Prairie Land Food is distributed at the First Baptist Church, 124 W. 2nd on from 7:00am to 8:30am

This is not a Government Program

Order before March 12

Distribution date is March 24

www.prairielandfood.com for menus and recipes and Pictures

Place orders at 1-800-998-9436

Or Kay Sanneman 540-6002

Goddard City Channel 7

CLOTHES CLOSET

We are here for your clothing needs. Come see us at our **NEW LOCATION** in the basement of the Regency Mobile Home Park Community Center, 16171 W Hwy 54. We are open Monday 2 to 5, Wednesday 2 to 5, and Fri 2 to 5. **Free to all.**

Sponsored by The Goddard United Methodist Church - 794-2207.

Goddard City Council ?



Seniors Community Meal

First and third Wednesday of each month from 11:45 a.m. to 1:00 p.m. for all seniors 55 and older at the Goddard Community Center, 122 N. Main. **FREE FREE FREE** Home delivery is also available for \$4.00. RSVP to Cathy at Goddard City Hall at 794-2441 on or before the Monday of each meal. **Next Meal is Wednesday March 21, 2012**



NEWS Ark Valley The News

News

[Valley Center](#)
[Park City](#)
[Kechi](#)
[Bel Aire](#)
[School](#)
[Police & Fire](#)
[Sheriff](#)
[Deaths](#)
[Looking Back](#)
[Heard on Main St.](#)
[Municipal Court](#)
[Sports](#)
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Park City

Park City OKs incentive plan for 10 new homes

By Matt Heilman

Last Updated: March 15, 2012

Two weeks after hearing a pitch for a planned region-wide home buyer incentive program, the Park City council approved its own plan with a "wait and see" approach.

At its March 13 meeting, the council approved an incentive plan to offer a \$2,500 abatement on utility hookup fees for up to 10 homes sold through June.

Along with the abatement, the incentive calls for builders to lower the cost of a new home by \$3,000, giving a new home buyer a total break of \$5,500 up front.

The motion passed 5-2 with council members Keith Thomas and Mike Alumbaugh opposed. Thomas opposed because he felt that what Park City was offering wasn't likely to be effective and he voiced support for a plan the council heard at its previous meeting.

Park City has offered similar incentives in the past that didn't work as well as Thomas would have liked to have seen. He said the city needed "a game changer."

On Feb. 28, the council was introduced to an incentive plan being pushed by the Wichita Area Builders Association that is designed to spur a recover in the housing market across south-central Kansas. The New Home Ownership Made Easy Program involves a tax incentive for new home buyers with developers and builders stepping up to pay for special assessments for a determined amount of time. Developer Jay Russell introduced the incentive to Park City and said the builders association had been working with Wichita on the program since July and hoped to see it implemented in Sedgwick County cities and Andover to have a "uniform system" in place to boost the regional housing market.

In Wichita, what's being considered is a five-year plan where developers would pay for five years worth of special assessments up front with the money going to the county treasurer and reimbursed to new home buyers. Russell said developers have to be caught up with their taxes through 2011 to participate in the program, but Park City's council wanted to take a closer look at how much new home buyers would actually benefit in the program and wondered if the city would be better off implementing its own program.

A committee comprised of council members Tom Jones and Gary Aldrich,

Something
on
your
mind?



Mayor Emil Bergquist, City Administrator Jack Whitson and Code Enforcement Officer Darrell Boger met last week to discuss incentive options.

While area cities, Sedgwick County and area school districts work to decide if they're going to buy into the New Home Ownership Made Easy Program, Park City decided to hold off on any commitment to the program in favor of the incentive approved March 13, which will give new home buyers an upfront benefit while assuring the city can immediately begin collecting taxes on the new home.

The incentive Park City approved was recommended by Aldrich, who was absent from the March 13 meeting. Bergquist read a note from Aldrich that explains his support for the incentive. He mentioned the infrastructure in place in developments and the resulting special assessments which have gone unpaid with a down housing market.

The council agreed that action needs to be taken to help slow down the drain on unpaid specials, which is costing the city between \$500,000 and \$700,000 per year.

So far, the city has been able to cover the debt with reserves to avoid burdening taxpayers.

Whitson and the council also agreed that Park City and other cities needed to make sure the "oneupsmanship" battle of incentives doesn't get to a point where they're losing the benefits of new home sales.

Although he approved the recommended incentive, council member George Capps said the city has shown past growth without incentives and didn't have any debt when it took a more conservative approach to selling new homes. He said he didn't want to see the council take any gambles with taxpayer money.

"I think we need to do some deep thinking before we take another plunge," he said.

Council member Ray Mann said it was important for Park City to market itself by making potential home buyers aware of the benefits of moving to Park City, including its amenities and short commutes to Wichita. The council and Bergquist agreed.

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Brian Silcott

From: webmaster@goddardkansas.us
Sent: Tuesday, March 06, 2012 6:24 PM
To: Brian Silcott
Subject: Form Submission From goddardks.gov

Responses

What kind of comment would you like to send? Complaint

What about us do you want to comment on? Other

Other: STORM SHELTER

Comments:

Hello, I live on 1st st here in Goddard. I have lived here for around 16 years and for most of those years I never had to worry about where my family would go if their was a tornado since we always had a storm shelter. NOT now where is our safety place now? I don't have a basement, storm shelter or safe room and I can't afford to put one in like your City Administrator Mr. Silcott told me to do several years ago. I have spoke to him several times about this and he just wants to give me excuses as to why you can't provide one. Everyone knows that the Midwest has been hit hard with some horrible tornadoes since last year and having a place to go is vital in saving lives. We all know that it's not a matter of if we have a bad storm, but it's a matter of WHEN. Please city council think about providing this service for your residents I know that money is tight, but we can get creative and find a way to provide a shelter to get out of the storms. Thank you for taking the time to listen to me. Thanks again

Name: Eva Millikan

Email Address: [REDACTED]

Telephone: [REDACTED]

Additional Information

Date: 3/6/2012 6:24:00 PM

ID: 3922
Username: Anonymous

IP Address: [REDACTED]

A form was submitted at Feedback. You can view [here](http://www.goddardks.gov/feedback/Forms/FormResponseDetail.aspx?id=3922) or <http://www.goddardks.gov/feedback/Forms/FormResponseDetail.aspx?id=3922>



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for April 2, 2012
Date: April 2, 2012

Discussion Sales Tax & Transient Guest Tax: We are awaiting numbers from the Department of Revenue which should be known in mid to late March. Once the numbers are received we will proceed with further discussion.

183rd Street Paving: This project is progressing and a construction schedule should be received within the next day or two. Today's rain will not significantly slow the project. Road closure on 183rd south of Kellogg to the midsection line is scheduled to occur on Monday, March 26th. The school and KDOT have been notified. Storm sewer construction has already begun.

2012 Street Maintenance List: The streets staff would like to repair for the 2012 year will be presented at the April 16th meeting. This item was planned to be presented today but has been deferred for clarification on the best approach for several segments of streets.

Linear Trail Paving Project: The project is scheduled to begin on or before May 1st. The project was approved on 11.21.2011 with a total budget of \$181,630. Construction cost for the improvement is \$120,116. The project includes removal of the rail tracks crossing Walnut. A preconstruction conference

National Night Out: National Night is Tuesday, August 7th. The event will be held on the east end of Linear Park and will be held from 6-8pm. The Goddard Municipal Pool will be free to the public from 7pm until 10pm. The next planning meeting will occur on April 17th.

Employee Wellness: Last month's Kansas Government Journal highlighted the savings that the City of Atchison was able to secure through the retention of Hardman Benefits (now Hardman & Howell). Mike Keller will present an opportunity for the City of Goddard to experience a decrease in insurance costs at the April 16th Council meeting. (Please see attached handout)

Channel 7: Cox Communications has restored Channel 7 to the area. The outage was caused by equipment failure.

Fireworks: Several members of the governing body have been approached by citizens regarding the discharge of fireworks. Because of this there will be a council initiated discussion on the discharge of fireworks (not a prohibition) within the City. Staff is compiling a survey for communities on the KACM Listserve on discharge days and times. Current fireworks ordinances will also be included as background material in the agenda report. This item will be discussed at the April 16th meeting.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator

ATCHISON SAVES ON HEALTH INSURANCE

BY MANDY CAWBY

As “people powered” organizations, an ever-bigger chunk of our budgets go towards the escalating expense of health insurance. How do we swim against the tide of rising health care costs to sustain benefits for our employees and return value to the taxpayers? The City of Atchison was caught in that riptide until it changed the game and reduced its costs.

In mid-2010, the City was with the State health insurance pool, considering whether to renew at the State’s higher rates or go back to the marketplace. In years past, a couple of expensive claims had driven the City to the State pool when the private market failed to offer affordable plans.

Now, as the City prepared for renewal with a 15% bump for both the employee and employer, the City reached out to Hardman Benefit Plans, a benefits consultant out of Wichita.

Led by Mike Keller, the Hardman team examined the City’s needs and listened to employees’ fears of higher premiums and limited doctor choice. City leadership’s concern was customer service, improving responsiveness to reduce staff’s time on benefits administration.

Atchison was also steering blind-folded without access to its health data. Without knowing whether its health outcomes were most affected by diabetes, heart disease, obesity, etc., it was difficult to target wellness programs in a meaningful way or incent preventive care effectively.

“We said ‘no,’ we’re not going to accept this from the industry,” says City Manager Trey Cocking. “We’re not getting mugged for astronomical premiums anymore. And if we—as health care consumers—have to take a more active role in our care and coverage, so be it.”

Hardman Benefit Plans charged into the marketplace and guided the City through picking a new plan. On January 1, 2011, the City switched to an innovative high deductible

health plan from United Health Care (UHC) paired with a Health Savings Account (HSA) through UMB Bank.

Deductibles are \$2,500 for singles and \$5,000 non-single plans (\$2,500 per person max). However, the premium rates were so affordable that the City could afford to contribute “seed money” into employees’ HSAs - \$1,000 single and \$1,500 non-singles—to help offset the cost of deductibles.

HSA contributions offer a triple pre-tax benefit and they’re portable. By law, health savings accounts belong to the employees; the balance of the account is theirs whether they stay with the city or not. The unused dollars in employees’ HSAs roll over from year to year, accumulating for future expenses.

Employees also earn more HSA money by participating in wellness activities—up to \$1,000 for singles and \$1,500 for non-singles—plus bonus retail gift cards provided by UHC. By incenting wellness, the City had outstanding involvement from employees.

Wellness activities included biometric screenings, health risk assessments, health coaching, brown bag lunch seminars on healthy habits, an 8-week “biggest loser” series, and a choice of wellness events including community service credits. In addition to improving health outcomes for the employee, this proactive strategy provides both immediate and future benefit to the plan.

With the City’s automatic contribution and earned wellness dollars, employees’ total out-of-pocket exposure is \$500 for singles, \$2,000 for non-singles. Moreover, employees can fully fund their remaining deductible by maintaining payroll deductions equivalent to the decrease from their 2010 premiums without affecting their take-home pay whatsoever.

Hardman also got Atchison competitive vision and dental. The City took some of the premium savings and was able to

"THE CITY HAS A RICHER BENEFIT PACKAGE THAN IT DID A YEAR AGO AND HAS ALREADY REALIZED SIGNIFICANT COST SAVINGS."

provide employees with a supplemental life insurance policy and short-term disability coverage at no extra cost, adding value to the benefits package.

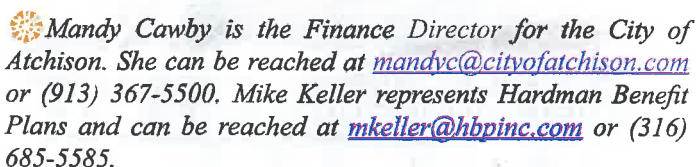
The results? Even with the City's contributions to HSAs and the added coverage for life insurance and disability, Atchison still saw a net savings of \$130,311 for the City and \$35,955 for the employees by the end of the third quarter 2011.

The plan is operating at a 19% loss ratio, an unheard-of outcome which is good news for the City for 2012. As Hardman began its 2012 negotiations with UHC, UHC initially projected an 8.5% increase to premiums, but Hardman—with data in hand—negotiated them down to a mere 2% increase.

What's next for Atchison? The City is committed to empowering employees to live healthier, happier lives and is using the data collected over the last year to design its wellness program into the future. Atchison's long-term goals are to maintain a comprehensive health management strategy to reduce absenteeism and "presenteeism" along with increased productivity by creating a culture of workplace wellness.

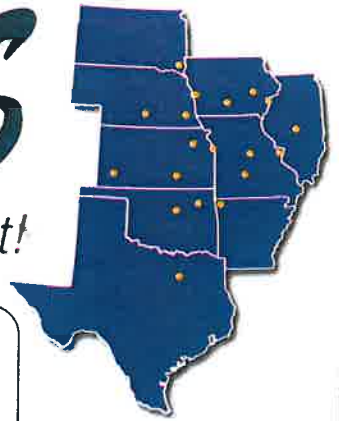
The City has a richer benefit package than it did a year ago and has already realized significant cost savings. Atchison plans to use future savings to build toward a self-funded plan within the next five years even as it continues to look for ways to add value to its benefit package.

By managing employees' health through an innovative plan strategy, Hardman Benefit Plans helped Atchison swim against the current, creating sustainable benefits for its employees and returning value to taxpayers.

 Mandy Cawby is the Finance Director for the City of Atchison. She can be reached at mandyc@cityofatchison.com or (913) 367-5500. Mike Keller represents Hardman Benefit Plans and can be reached at mkeller@hbpinc.com or (316) 685-5585.

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REGISTRATION FORM



*Online registration is available at www.lkm.org.

Step 1: Enter contact information.

Name: _____

Title: _____

Entity: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Special Nee _____

ds: _____

Step 2: Select Registration Type.

☐ City Official (\$160) ☐ Spouse/Guest (\$50)

City Official registrations include all meals and social events.
Spouse/Guest registrations include all meals and social events.

Step 3: Dinner RSVP.

☐ Please indicate here if you plan on attending Friday's dinner
(included in registration fees)

Billing

- All cancellations must be made in writing prior to May 4.
- We will invoice for the event.

Questions?

Questions about registering for the Leadership Summit & Mayors
Conference should be directed to Kate Cooley at (785) 354-9565 or
via e-mail to kcooley@lkm.org



Leadership Summit & Mayors Conference

May 11 & 12
Wichita, KS

Sponsored by the:
League of Kansas Municipalities
Kansas Mayors Association

Schedule of Events

Friday, May 11

- 12:00 p.m. Conference Registration
- 1:00 p.m. - 2:00 p.m.
Kansas Mayors Association Opening Session
"Navigating Rough Seas"
- 2:00 p.m. - 4:00 p.m.
Kansas Mayors Association Sessions
- 4:00 p.m. - 5:00 p.m.
Leadership Summit Opening Session
[All attendees]
- 5:00 p.m. - 6:00 p.m.
Mayors Reception
- 6:00 p.m. - 8:30 p.m.
Dinner & MLA Graduation Ceremony
[All attendees]

Saturday, May 12

- 8:30 a.m.
Registration & Breakfast
[All attendees]
- 9:30 a.m. - 2:00 p.m.
Leadership Summit Training
[All attendees]

Mayors Conference

The Kansas Mayors Association has planned their annual mayors conference to coincide with LKM's Leadership Summit. Mayors will kick-off at 1:00 p.m. on Friday with a keynote address from Captain Mark Adamshnick, followed by afternoon sessions. On Saturday, each of the breakout sessions will have a topic specifically designed for mayors.



It takes a special kind of leadership to steer our communities through difficult times. Elected and appointed leaders across the state are faced with the challenge of providing services that allow for quality of life in our cities. At the same time, local leaders are charged with finding the resources necessary to fund those services.

Join mayors and city officials from around the state to discuss leadership strategies designed to keep our cities moving forward during tough times. Topics will include economic development tools, the future of water in Kansas, economic forecasting, grant writing, ethical leadership, and much more!

About our Keynote Speaker



Captain Mark Adamshnick, USN Retired, Ph.D. is currently the Class of 1969 Chair for the Study of Officership, Simon Center for the Professional Military Ethic, West Point. Captain Adamshnick has a Masters degree in public administration from the Harvard Kennedy School of Government and earned his Ph.D. in policy studies, specializing in management, finance and leadership, from the University of Maryland, School of Public Policy.

Captain Adamshnick's presentation will outline the necessity of maintaining the public trust and the essentiality of moral decision-making and character development on the part of our elected, appointed, and career civil servants. He will explore why seemingly good people sometimes do bad things and will suggest a framework for improving civic virtue.

Additional Information

Event Location

The 2012 Leadership Summit and Kansas Mayors Conference will be at the Hyatt Regency Wichita, located at 400 W. Waterman.

Hotel Accommodations

Rooms have been reserved for conference attendees at the Hyatt Regency Wichita. All room reservations must be made directly with the hotel, and are made on a first-come, first-served basis.

Hyatt Regency Wichita
400 W. Waterman
(316) 293-1234
Room Rate: \$119 + tax per night
Cut-off Date: 4/26/2012

Deadlines

To avoid a late fee, registration must be received at the LKM office by 5:00 p.m. on Friday, May 4. After this date, conference participants will be assessed a late charge. On-site registration will be available in Wichita and will result in a late charge. Accommodations and rates are no longer guaranteed after the cut-off date.

Cancellation Policy

Registrations may be cancelled until 5:00 p.m. on Friday, May 4 without penalty. After this deadline, cancellations will no longer be accepted and you will be responsible for payment in full. All cancellations must be in writing. Phone cancellations will NOT be accepted.

Questions?

Information about the event can be found on the LKM website: www.lkmo.org. Questions regarding the 2012 Leadership Summit and Kansas Mayors Conference should be directed to Mike Koss at (785) 354-9565 or mikoss@lkmo.org.



City of Goddard

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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for April 16, 2012
Date: April 16, 2012

Discussion Sales Tax & Transient Guest Tax: We are awaiting numbers from the Department of Revenue which should be known in mid to late March. Once the numbers are received we will proceed with further discussion.

183rd Street Paving: This project is progressing. Road closure on 183rd south of Kellogg to the midsection line is scheduled until the project's completion in June.

Phone System Upgrade: The phone system upgrade that was authorized at the April 2nd meeting will occur next Wednesday (04.25.12). The project is authorized at an amount not to exceed \$

2012 Street Maintenance List: The streets staff would like to repair for the 2012 year will be presented at the April 16th meeting. This item was planned to be presented today but has been deferred for clarification on the best approach for several segments of streets.

Linear Trail Paving Project: The project is scheduled to begin on or before May 1st. The project was approved on 11.21.2011 with a total budget of \$181,630. Construction cost for the improvement is \$120,116. The project includes removal of the rail tracks crossing Walnut. A preconstruction conference was on April 5th and a construction schedule is pending. An alternate route from Main Street to Walnut will be posted while the trail is closed to through traffic.

National Night Out: National Night is Tuesday, August 7th. The event will be held on the east end of Linear Park and will be held from 6-8pm. The Goddard Municipal Pool will be free to the public from 7pm until 10pm. The next planning meeting will occur on April 17th.

2012 Fall Fest Planning: Mayor Gregory and I met with members of the Lions Club and the Chamber of Commerce to begin planning the 2012 Fall Festival which will be held the weekend of October 5 – 7. Fall Fest is 171 days away (5 months, 21 days). A 501c3 community Foundation is being planned to help with marketing and general overhead costs for the event. More information will be relayed as we draw nearer to the event.

Police Department News: Officer Travis Lahan graduated April 13th and was the training class president. Officer Lahan also received accolades for his planning of the class fundraiser where he created a new model for working with members of the community to raise money for charity. Officer Lahan is currently in field training and will hit the streets solo in mid-July.

Storm Sirens: The City has received reports that the siren at Main & Argon did not function properly. Sedgwick County has been notified. When a repair date is known it will be communicated. Staff will present a siren maintenance agreement for your consideration in May.

MAPC Zone of Influence Workshop: I have been invited to attend a meeting on Thursday, May 3rd to address the City's zone of influence. I will keep up updated on the status of this matter.

Jail Fees: I have received word that jail fees are increasing for the 2013 budget. The City currently pays \$2.09 per hour for each inmate and the cost looks to increase at least 16-18% but the exact amount will be known in late May or early-June. While developing budget scenarios staff will use an estimate of \$2.50 per hour.

March Water Use Report: In the month of March the City of Goddard pumped 10,750,000 gallons of water and sold \$9,152,000 gallons to 1,695 customers. The water loss rate was 12%.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for May 7, 2012
Date: May 7, 2012

183rd Street Paving: This project is progressing. Road closure on 183rd south of Kellogg to the midsection line is scheduled until the project's completion in June.

Linear Trail Paving Project: The project is underway. The project was approved on 11.21.2011 with a total budget of \$181,630. Construction cost for the improvement is \$120,116. The project includes removal of the rail tracks crossing Walnut. Over the next two weeks the project schedule calls for the existing asphalt to be milled and the subgrade prepared with flyash. Please see the attached project schedule. An alternate route from Main Street to Walnut will be posted while the trail is closed to through traffic.

National Night Out: National Night is Tuesday, August 7th. The event will be held on the east end of Linear Park and will be held from 6-8pm. The Goddard Municipal Pool will be free to the public from 7pm until 10pm. The April 17th meeting was postponed and is yet to be rescheduled. I will update the governing after the next planning meeting..

2012 Fall Fest Planning: The planning committee is working with City Attorney Tom Docking to construct a set of bylaws forming 501c3 community foundation. The governing body will receive a copy of the bylaws once complete. The committee is also working on staging and gazebo options as well.

Storm Sirens: The storm siren at Main & Argon has been repaired. Staff will present a siren maintenance agreement with Sedgwick County Emergency Preparedness for your consideration at the May 21st meeting.

Water Storage Tank: The tank construction is complete and now UCI is working on constructing the pump house phase of the project and is connecting the piping from the City water system to the location of the pump house. A full schedule for this phase will be provided at a later date.

Water Supply Line Public Hearing: Just a reminder that the public hearing for public feedback on the construction of a 16" water main will be held on May 21st at 7pm in the City Council Chambers.

Dirt Road Rehabilitation: is occurring this week. Please refer to a copy of the attached letter that was mailed to residents of the affected areas.

Public Works Laborer Position Vacancy: To date the City has received 19 applications. If we do not receive additional application we hope to conduct interviews the week May 21st through May 25th.

March Water Use Report: In the month of April the City of Goddard pumped 14,431,000 gallons of water and sold \$11,614,00 gallons to 1,691 customers. The water loss rate was 17%. The higher than anticipate water loss is attributed to several large supply main leaks that occurred just off the primary supply line.

Kiel Mangus Graduation: Kiel graduates Friday, May 4th with a Masters of Public Administration from Wichita State University. Kiel is a 2009 graduate of Kansas State University with a degree Construction Science & Management. We are so very pleased to have Kiel on staff!

UPCOMING MEETINGS & EVENTS:

- Goddard Chamber of Commerce: May 10th, noon in the Pizza Hut meeting Room.
- Planning Commission: May 10th, 7pm in the City Council Chambers.
- Fall Festival Planning Committee Meeting: Thursday May 10th, 6pm in Louie's Coffee Dive.
- Citywide Clean-up: May 12th, 8am to 1pm.
- Regional Economic Area Partnership (REAP): May 14th, 8am at the Wichita State University Metroplex.

Law Enforcement Memorial Day: May 18th for officer and deputies of agencies within Sedgwick County.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for May 21, 2012
Date: May 21, 2012

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Linear Trail Paving Project: The project is underway. The project was approved on 11.21.2011 with a total budget of \$181,630. Construction cost for the improvement is \$120,116. The project includes removal of the rail tracks crossing Walnut. Over the next two weeks the project schedule calls for the existing asphalt to be milled and the subgrade prepared with flyash. Please see the attached project schedule. An alternate route from Main Street to Walnut will be posted while the trail is closed to through traffic.

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Public Works Laborer Position Vacancy: To date the City has received 19 applications. If we do not receive additional application we hope to conduct interviews the week May 21st through May 25th.

UPCOMING MEETINGS & EVENTS:

- City Offices will be closed Monday, May 28th in observance of the Memorial Day holiday.
- Goddard Chamber of Commerce: May 10th, noon in the Pizza Hut meeting Room.
- Planning Commission: May 10th, 7pm in the City Council Chambers.
- Fall Festival Planning Committee Meeting: Thursday May 10th, 6pm in Louie's Coffee Dive.
- Citywide Clean-up: May 12th, 8am to 1pm.
- Regional Economic Area Partnership (REAP): May 14th, 8am at the Wichita State University Metroplex.

Law Enforcement Memorial Day: May 18th for officer and deputies of agencies within Sedgwick County.

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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for May 21, 2012
Date: May 21, 2012

Please find accompanying this report a series of pictures that highlight this week's work by City staff and project contractors.



This photo shows a street signal manhole that was previously undiscovered. Yesterday City staff raised this manhole 9" saving the City \$1,600. The height of the manhole was determined by future elevation of the roadway, which will be flush with the top of the manhole cover.



This photo shows that progress on the City's water storage tank project. The 500,050 gallon storage tank is on the right and is cobalt blue in color, the current tower is in the center with the concrete pad immediately to the left of the tower. The padsite is curing and was poured last Friday afternoon. The building will be craned onto the concrete pad site next week. Once the building is in place the piping will be connected and the week following the storage tank will be filled with water and tested for integrity. We anticipate the site being fully operational by the end of June.



This picture shows the application of fly ash into the trail base. Fly ash is used to dry the soil and will be ground into the subsurface to ensure full depth dryness. The process helps ensure maximum compaction of the pathway base. The view presented here is looking west from the northeast parking area.



Gary Medley is shown here removing sprinklerheads, capping and marking the sprinkler line in preparation for finished grade to occur within the next two weeks.



Tylor Struckman and Keith Koster are shown here making a street cut to repair a water leak in the 100 block of north Pine. The repair is being performed on a 6" water main. Tylor is motioning to Keith to rotate the control lever that determines the depth of the saw cut.



In this photo Kelly Carrington (out of view) is filling one of two water bottles used to perform a three part test on the backwash of one of the waste water treatment facility's processing machines.



In this photo Justin and I are holding a piece of the low diving board's fulcrum mechanism that is broken. This and 3 other pieces will need to be replaced before the diving board can be used. The replacement is an emergency purchase and will occur next week. The cost is \$3,470 and was low bid by \$40.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for June 18, 2012
Date: June 18, 2012

183rd Street Paving: This project is progressing. Road closure on 183rd south of Kellogg to the midsection line is scheduled until the project's completion the last week of June.

Water Storage Tank: The project is nearing completion and UCI is working on connecting the piping from the City water system within the pump house. The storage tank will be disinfected and filled later this week.

Public Works Laborer Position Vacancy: Interviews will be scheduled for the last week of June. We have received more than 20 applications.

May Water Use: The City pumped just under 23 million gallons of water in May. 21.9 million gallons were sold with 639,000 gallons being used by the City. May's water loss is lowest in recent memory with 456,000 gallons being lost. This is a loss of 1.98% well below the state system loss average of 10%.

1st Quarter Housing Starts: Please note that Goddard had 6 housing starts within the first quarter of 2012. The number is 5 more than for the same period last year. For a comparison of Goddard starts to other localities please refer to this month's WABA newsletter.

Police Detective: Interviews have been completed and an announcement on the position is forthcoming.

Police Officer Vacancy: Interviews will be conducted on June 27th & 28th with background checks occurring for the short list of officer and a conditional offer of employment will be made shortly thereafter.

National Night Out: National Night Out will be held Tuesday, August 7th. The steering committee has held two meetings, the most recent occurring June 13th. SGT McElroy reports that all items have been coordinated and all the groups are ready for the event. The event will include the usual events of church booths, food line, inflatable toys, etc. This year the Boy Scouts will host a balloon catapult contest.

Water Supply Line Project/RLF Application: No official word on the status of the City's application has been received. City Engineer Harlan Foraker and Assistant to the City Administrator Kiel Mangus met with a state wildlife biologist and walked portions of the trail in order to proceed with a project "Action Permit" which details special conditions that will need to occur so that the project does not interfere with the natural ecology for spotted skunk habitat.

City Wide Clean-Up: Director of Community Development Director Justin Givens reports that 24.42 tons of material was delivered and removed from the City yard during the May 12th event. Justin indicated that more than 7 40-yard dumpsters were removed that day.

Code Enforcement Activities: Staff is focusing enforcement effort on conformity to the City's sign ordinance for the recent placement of political signs as well the usual patrol for bandit signs. Weed notices have gone out for two commercial properties in the Kellogg Corridor.

Reading Material: I am distributing a recent Wichita Eagle article where the City of Wichita is changing their roadway maintenance strategy away from mill & overlay to more of a preventive maintenance program that utilizes sealants. It is nice to know our neighbor to the east is finding the same cost effective maintenance practices that Goddard has been regularly utilizing for the past four years. I am also distributing an e-mail received through the City website which provides praise for City website and its ease of use.

UPCOMING MEETINGS & EVENTS:

- City Offices will be closed Wednesday, July 4th in observance of the Independence Day holiday.
- There will be no Goddard Chamber of Commerce in July.
- Planning Commission: July 12th, 7pm in the City Council Chambers.
- Next Regular City Council meeting is Monday, July 2nd at 7pm in the Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for July 2, 2012
Date: July 2, 2012

183rd Street Paving: This project is progressing. Crews will be out working on the final asphalt lift tomorrow. Crews will then work on turn lanes and approaches and Thursday/Friday will be doing the main line asphalt overlay. The following week striping and seeding will occur and the project should be completed.

Well #7 Pump: Clarke Well and Equipment came and pulled the Well #7 pump on Friday June 29th. Holes were found in the pipe column at 75' and 90' depth and those sections of column will have to be replaced. The pump experienced serious damage from sand/debris in the system and is a total loss. Expected price for a new pump and installation costs should be in the \$20,000 range.

Water Storage Tank: The project is nearing completion. UCI is pressure testing their piping going into the storage tank this week. Engineering America will be filling and testing the tank itself the beginning of next week. Depending on test status the tank should be operational in the next three weeks.

Public Works Laborer Position Vacancy: Interviews have been completed and are in the process of being graded. A selection will be made and staff hopes to have the new employee on board in the next two weeks.

June Water Use: The City pumped 23.7 million gallons of water in June. 22.27 million gallons were sold with 343,000 gallons being used by the City. June water loss was 1.1 million gallons, putting the City water loss rate at 4.9% well below the state system average.

City Hall Door: Overhead Door Company will be installing the new backdoor and hardware for City Hall tomorrow morning.

Police Detective: Interviews have been completed and Andy Albert has been selected as the new Goddard Police Detective. Congratulations Andy!

Goddard Library Flagpole/Landscaping: The flagpole is up at the library and looks great! Sod at the library has been installed and is being watered heavily. Landscaping in the front window area has been ordered and should be installed in the next two weeks. The library put up a sign showing their appreciation from citizens and the Council for the flagpole and landscape improvements!

Police Officer Vacancy: Interviews were conducted on June 27th & 28th with background checks occurring for the short list of officer, and a conditional offer of employment will be made shortly.

Water Supply Line Project/RLF Application: No official word on the status of the City's application has been received. City Engineer Harlan Foraker and Assistant to the City Administrator Kiel Mangus met with a state wildlife biologist and walked portions of the trail in order to proceed with a project "Action Permit" which details special conditions that will need to occur so that the project does not interfere with the natural ecology for spotted skunk habitat.

City Storm Shelter: Staff has contacted our insurance companies about any issues they might have with the storm shelter project. The insurance company felt the project was not a liability and felt the structure was very sound. Wichita Concrete Pipe is getting the ball rolling on the end section pieces and the City can expect boxes to get on site in 6 weeks. The project schedule is then 30 days after that project completion is expected to be in mid-September.

City Street Repairs: Circle C Paving has completed crack seal activities in the City over the last two weeks. Main Street and Walnut were both edge sealed as well. ProSeal will start street sealing on Monday July 9, 2012. Residents will be notified of repairs with flyers on their doors, on Channel 7, and through social media. Depending on the day of notice, traffic must be off the streets to be sealed by 8:00am. Traffic will be open to drive on the streets 1-2 hours after the sealant is sprayed and sand is put down.

UPCOMING MEETINGS & EVENTS:

- City Offices will be closed Wednesday, July 4th in observance of the Independence Day holiday.
- There will be no Goddard Chamber of Commerce Meeting in July.
- Planning Commission: July 12th, 7pm in the City Council Chambers.
- Next Regular City Council meeting is Monday, July 2nd at 7pm in the Council Chambers.
- KMU Legislative Update & Code Enforcement Report is included for your review.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for July 16, 2012
Date: July 16, 2012

Water Storage Tank: The project is substantially complete. The tank is functioning normally and our water storage capacity is now double. Crews are working to tweak systems in the pump house and there is some seepage around the concrete footings that will be repaired with a pressurized grout application. Staff will keep the Council apprised as the project nears final completion.

Public Works Laborer Position Vacancy: Two employees have been hired bringing total staffing for public works to 8 positions filled with the Public Works Foreman remaining to be filled. As the Council is aware we hope to fill this position by the end of 2012. The new employees are Jason McClutchen and Daniel Flowers. Jason comes to us from Sedgwick County Public Works and Daniel was employed with Reflection Ridge Golf Club.

July Water Use: The City pumped 33.5 million gallons of water in July. 31.03 million gallons were sold with 490,000 gallons being used by the City. July water loss was 2.025 million gallons, putting the City water loss rate at 6.03% which is below the state system average of 10-12%. The July average water table depth at the well field is 94 feet 8 ½ inches. The average water table depth for 2012 is 97 feet 3 inches.

Police Officer Position Vacancy: GPD's newest police officer is Daniel Hurst and is currently undergoing field training. Daniel previously served the City of Florence as a police officer.

Water Supply Line Project/RLF Application: No official word on the status of the City's application has been received. City Engineer Harlan Foraker has completed final plans and the bid specification book which will be reviewed by KDHE between Monday, August 6th and Friday, August 17th. It is possible that the City Council will have a formal loan agreement to consider by the Tuesday, September 4th meeting.

12" Water Supply Line Relocation: City staff has completed the relocation agreement with the City of Wichita. The City of Wichita is now reviewing the minimal changes purposed by City staff. Formal consideration of the relocation by the governing body could occur sometime in September.

City Storm Shelter: City Engineer Harlan Foraker is reviewing the final engineering drawings for the shelter's end caps. A pre-construction conference is anticipated to occur the 2nd or 3rd week of August.

City Street Repairs: Bids will be solicited the week of August 13th to repair utility cuts around the community. The governing body can expect to consider awarding the bid for this work at the September 4th meeting.

School Zone & Crosswalk Preparation: It's that time again! As the start date of school approaches Public Works crews will be painting school zone no parking zones and crosswalks throughout our community. This work will occur the week of August 6th through August 10th. GPD will be maintaining a highly visible presence and running radar in school zones as a reminder to drivers to be observant and safeguard the wellbeing of our community's greatest asset, our children.

STO & UPOC Adoption: Staff will present the annual Standard Traffic Ordinance (STO) and Uniform Public Offense Code (UPOC) at the September 4th meeting. Please refer to attached Kansas Government Journal (KGJ) handout or page 217 of the July KGJ for an article noting the numerous changes to the STO & UPOC as a result of the last legislative session.

Water Hydrant & Valve Replacement: Please see the attached letters that have been distributed to residents in the areas affected by water system improvement work. Crews will install a valve on Tuesday, August 7th in the area of 3rd Street & Walnut. On Thursday, August 9th crews will replace an inoperable fire hydrant and install a valve at Swanee & Main Street.

UPCOMING MEETINGS & EVENTS:

- Goddard Chamber of Commerce Meeting is August 9th at noon in Pizza Hut.
- Planning Commission: August 9th, 7pm in the City Council Chambers.
- Next Regular City Council meeting is Monday, August 6th at 7pm in the Council Chambers.
- City Offices will be closed Monday, September 3rd in observance of the Labor Day holiday.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for August 6, 2012
Date: August 3, 2012

Water Storage Tank: The project is substantially complete. The tank is functioning normally and our water storage capacity is now double. Crews are working to tweak systems in the pump house and there is some seepage around the concrete footings that will be repaired with a pressurized grout application. Staff will keep the Council apprised as the project nears final completion.

Public Works Laborer Position Vacancy: Two employees have been hired bringing total staffing for public works to 8 positions filled with the Public Works Foreman remaining to be filled. As the Council is aware we hope to fill this position by the end of 2012. The new employees are Jason McClutchen and Daniel Flowers. Jason comes to us from Sedgwick County Public Works and Daniel was employed with Reflection Ridge Golf Club.

July Water Use: The City pumped 33.5 million gallons of water in July. 31.03 million gallons were sold with 490,000 gallons being used by the City. July water loss was 2.025 million gallons, putting the City water loss rate at 6.03% which is below the state system average of 10-12%. The July average water table depth at the well field is 94 feet 8 ½ inches. The average water table depth for 2012 is 97 feet 3 inches.

Police Officer Position Vacancy: GPD's newest police officer is Daniel Hurst and is currently undergoing field training. Daniel previously served the City of Florence as a police officer.

Water Supply Line Project/RLF Application: No official word on the status of the City's application has been received. City Engineer Harlan Foraker has completed final plans and the bid specification book which will be reviewed by KDHE between Monday, August 6th and Friday, August 17th. It is possible that the City Council will have a formal loan agreement to consider by the Tuesday, September 4th meeting.

12" Water Supply Line Relocation: City staff has completed the relocation agreement with the City of Wichita. The City of Wichita is now reviewing the minimal changes purposed by City staff. Formal consideration of the relocation by the governing body could occur sometime in September.

City Storm Shelter: City Engineer Harlan Foraker is reviewing the final engineering drawings for the shelter's end caps. A pre-construction conference is anticipated to occur the 2nd or 3rd week of August.

City Street Repairs: Bids will be solicited the week of August 13th to repair utility cuts around the community. The governing body can expect to consider awarding the bid for this work at the September 4th meeting.

School Zone & Crosswalk Preparation: It's that time again! As the start date of school approaches Public Works crews will be painting school zone no parking zones and crosswalks throughout our community. This work will occur the week of August 6th through August 10th. GPD will be maintaining a highly visible presence and running radar in school zones as a reminder to drivers to be observant and safeguard the wellbeing of our community's greatest asset, our children.

STO & UPOC Adoption: Staff will present the annual Standard Traffic Ordinance (STO) and Uniform Public Offense Code (UPOC) at the September 4th meeting. Please refer to attached Kansas Government Journal (KGJ) handout or page 217 of the July KGJ for an article noting the numerous changes to the STO & UPOC as a result of the last legislative session.

Water Hydrant & Valve Replacement: Please see the attached letters that have been distributed to residents in the areas affected by water system improvement work. Crews will install a valve on Tuesday, August 7th in the area of 3rd Street & Walnut. On Thursday, August 9th crews will replace an inoperable fire hydrant and install a valve at Swanee & Main Street.

Water & Sewer Rate Increase: Staff will present a draft ordinance for review and comment at the August 20th meeting. Rate increases are necessary and have been anticipated in order to pay debt service charges on water and sewer system improvements. The improvements include construction of the waste water treatment facility and the large capacity water supply line. Re-amortization of the wastewater treatment facility loan will be considered at this meeting.

UPCOMING MEETINGS & EVENTS:

- Goddard Chamber of Commerce Meeting is August 9th at noon in Pizza Hut.
- Planning Commission: August 9th, 7pm in the City Council Chambers.
- Next Regular City Council meeting is Monday, August 6th at 7pm in the Council Chambers.
- City Offices will be closed Monday, September 3rd in observance of the Labor Day holiday.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

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P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

Dear Goddard Water Customer:

The Goddard Water Department will be repairing a broken water valve in your water service area soon. The area in need of repair is north of Swanee Street on the west side of Main Street. The repair will occur on Thursday, August 9, 2012. You may experience water loss or have low water flow in your service during the time of this repair. The water repair will begin that morning and should take 4-5 hours to repair. Please keep in mind the integrity and safety of the water system will not be compromised at any time during the process. Any questions, concerns, or comments you may have about this project can be directed to me or Justin Givens, Director of Community Development at 794-2441. We apologize for the inconvenience and thank you for your cooperation as we take steps to improve water service in our community.

Sincerely,

A handwritten signature in blue ink that reads 'Brian Silcott'.

Brian Silcott
City Administrator



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Dear Goddard Water Customer:

The Goddard Water Department will be repairing a broken water valve in your water service area soon. The area in need of repair is east of Walnut Street on the south side of Third Street. The repair will occur on Tuesday, **August 7, 2012**. You may experience water loss or have low water flow in your service during the time of this repair. The water repair will begin that morning and should take 4-5 hours to repair. Please keep in mind the integrity and safety of the water system will not be compromised at any time during the process. Any questions, concerns, or comments you may have about this project can be directed to me or Justin Givens, Director of Community Development at 794-2441. We apologize for the inconvenience and thank you for your cooperation as we take steps to improve water service in our community.

Sincerely,

A handwritten signature in blue ink that reads 'Brian W. Silcott'.

Brian Silcott
City Administrator



Legal Forum

by Sandy Jacquot

2012 *STO* and *UPOC* Changes

This year, the main changes in the 2012 *Standard Traffic Ordinance* (*STO*) are to the DUI sections. While there are some other changes, many of which related to the details of the DUI law, the primary changes are cited below. City officials may remember that the DUI law during the 2011 Legislative Session underwent a fairly substantial overhaul, and this session the Legislature made some further changes that did not get incorporated previously. The major change will be incorporated into a new section, 30.2.1, Refusal to Submit to Alcohol or Drug Test. Commonly this is referred to as criminalizing the refusal to take the breathalyzer or blood test after the decision is made to arrest the defendant for driving under the influence of drugs or alcohol. Prior to this change, a refusal resulted in an automatic loss of the driver's license.

In the *STO*, only the first conviction provision has been included. To constitute a first offense for test refusal, the individual must have a prior test refusal within the past 10 years, or have been convicted of DUI at any time. The sentence for a first conviction is not less than 90 days, nor more than one year's imprisonment. Anyone convicted of a first offense must serve five days before being eligible for probation, suspension, or reduction of the sentence. If, however, one or more children under the age of 14 years was in the vehicle at the time of the offense, the sentence is enhanced to require serving at least 30 more days imprisonment. The reason the *STO* only is including a first offense is two-fold. First, after the first offense, the individual is required to serve at least 90 days imprisonment before the sentence may be reduced or suspended. Thus, cities could be responsible for paying for a much longer and expensive incarceration. Second, the bill grants cities the ability to prosecute felony level offenses enumerated in the bill in one section, but in another section states that such offenses shall be sent to the district court for prosecution. Second convictions are misdemeanor level offenses in some cases, but depending upon the facts and prior convictions, could be felony level crimes. Therefore, jurisdiction over such offenses is not by any means clear.

In addition, it is important to note that last year the minimum fine increased by \$250, which district courts were required to submit to the state treasurer to be credited to the community corrections supervision fund. At that time, the remittance portion of the law did not apply to municipal courts. The Legislature, stating that the omission was merely an oversight, is now requiring municipal courts to also remit \$250 to the State to be credited to the community corrections supervision fund, even though cities do not benefit in any way from that program.

The 2012 *Uniform Public Offense Code* (*UPOC*) contains more changes than in any other year and are too numerous to detail here. What follows is merely a select overview of the many changes. It is important to note that when the Legislature changes a statute, the *UPOC* does not have to mirror those changes so long as the *UPOC* does not conflict with state law. After the recodification of the

criminal laws last year, some crimes that were two different crimes were merged into one and some that were one crime were rewritten to become two crimes. Gradually the *UPOC* is being changed to reflect some of those changes, although the validity of the enforcement is not affected.

A new provision has been added to the smoking sections applying to minors and smoking, Sections 5.6 and 5.7. Electronic cigarettes have been added to the prohibition on minors purchasing or possessing cigarettes or tobacco products, as well as the prohibition on selling, giving or furnishing cigarettes or tobacco products to minors. On a related topic, Sections 10.24 and 10.26, regarding smoking, have been changed to take out any element requiring an individual to have knowingly violated the law. The words "with no requirement of a culpable mental state" have been added to make it clear that the only requirement is to have smoked in an area where smoking is prohibited.

A new crime of endangerment has been created and becomes new Section 10.10. This crime is defined as "recklessly exposing another person to a danger of great bodily harm or death." It is a Class A violation. Obstructing Legal Process or Official Duty, Section 7.2, is now Interference with a Law Enforcement Officer. The previous crime of obstructing is one subsection of the new law. The new sections address false reporting of crimes, false dissemination of information that could impede a law enforcement officer in doing his or her duty, and concealing, destroying or materially altering evidence to prevent or hinder the apprehension or prosecution of any person. Simulating Legal Process in Section 7.7, which is distributing a document purporting to be a summons, petition, or complaint, has been redefined to include an element of intent "to mislead the recipient and cause the recipient to take action in reliance thereon." Previously, the intent provision was to induce the payment of the claim.

Finally, some of the other sections which have changed include Domestic Battery, Section 3.1.1, Violation of a Protection from Abuse Order, Section 3.8, and Violation of a Protective Order, Section 3.8.1, Unlawfully Buying Scrap Metal, Section 6.25, Escape from Custody, Section 7.3, Carrying Concealed Explosives, Section 10.9, and Unlawfully Obtaining a Prescription-Only Drug, Section 10.20. Some just change a few words, such as the scrap metal provision that removes a few words relating to items being purchased. Others have changed the penalty provisions, such as the explosives section, which goes from a Class C violation to a Class A violation. Because of the large number of changes in both the *STO* and *UPOC*, it is inadvisable to continue using old books. That could result in mischarging violations or not charging violations that are new crimes. As always, cities should discuss these matters with their city attorneys in evaluating how best to address the legislative changes.

✻ Sandy Jacquot is the Director of Law/General Counsel for the League of Kansas Municipalities. She can be reached at sjacquot@lkm.org or (785) 354-9565.



City of Goddard

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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for August 20, 2012
Date: August 20, 2012

Water Storage Tank: The only item of note on the tank is that the seepage that was occurring around the foundation has ceased. The manufacturer has indicated that the seal is working as designed and there is no need to proceed with the pressurized grout application referenced in the previous CAO report. The tank is functioning normally and our water storage capacity is 1,000,000 gallons. At 3:30pm this afternoon the combine storage on hand was 948,000 gallons.

12" Water Supply Line Relocation: I have nothing new to report. City staff has completed the relocation agreement with the City of Wichita. The City of Wichita is now reviewing the minimal changes purposed by City staff. Formal consideration of the relocation by the governing body could occur sometime in September.

City Storm Shelter: A pre-construction conference is anticipated to occur by the end of the month.

City Street Repairs: Bids are being solicited this week to repair utility cuts around the community. The governing body can expect to consider awarding the bid for this work at the September 4th meeting.

School Zone & Crosswalk Preparation: School no parking zones and crosswalks throughout our community have been painted. Staff has worked the kinks out of the school zone flashers. GPD will be maintaining a highly visible presence and running radar in school zones as a reminder to drivers to be observant and safeguard the wellbeing of our community's greatest asset, our children.

STO & UPOC Adoption: Staff will present the annual Standard Traffic Ordinance (STO) and Uniform Public Offense Code (UPOC) at the September 4th meeting. Please refer to page 217 of the July edition of the Kansas Government Journal for an article noting the numerous changes to the STO & UPOC as a result of the last legislative session.

Water & Sewer Rate Increase: I had originally intended to present a draft ordinance for review and comment at the today's meeting however with the possibility of proceeding with new refinance opportunities I deferred presentation until a defined course of action is known for both water & sewer debt service costs. The rate increases are necessary and have been

anticipated in order to pay debt service charges on water and sewer system improvements. The improvements include construction of the waste water treatment facility and the large capacity water supply line.

WABA Countywide Incentive: I have a meeting on Thursday, August 23rd with Wichita Area Builders Association President Wess Galyon and other City Administrators/Managers in Sedgwick County to discuss WABA's desire to develop a uniform incentive program throughout Sedgwick County. I will provide a report to the governing body at the September 4th meeting.

Safe Routes to Schools: Mayor Gregory, Chief Houston, and Director of Community Development Justin Givens attended a meeting with representatives of USD 265 and Holy Spirit School to discuss submitting an application for the Kansas Department of Transportation's Safe Route to School grant program. The program provides funding for infrastructural projects such as improvements to sidewalks, traffic calming, pedestrian and bicycle crossing, on- and off-street bicycle facilities, secure bicycle parking, and traffic diversions. Funding is available for non-infrastructural activities such as public awareness campaigns and outreach to press and community leaders, establishing walking school buses and bike trains, traffic education and enforcement, student training on bicycle and pedestrian safety, and funding for training volunteers and staff. Funding is also provided for applicants to develop safe routes to schools plans, with the possibility of future funding to implement the plan. I will keep the governing body informed on the process.

Condemnation of Undevelopable Parcel: The survey of the parcel is complete and City Attorney Ryan Peck is drafting an ordinance authorizing the condemnation of the parcel should the Council desire to condemn the property. The ordinance will be presented at the September 4th meeting.

Winter Road Preparation: Salt and sand for the 2012-2013 winter season will be ordered the last week of August. The first week of October Crews will prepare equipment for winter operations. Monday, October 8th (Columbus Day) Crews will conduct a winter response dry run in preparation for the City's storm response, all snow routes will be driven by each driver and all equipment will be operated to ensure functionality. A report will be provided to the governing body at the October 15th regular meeting.

UPCOMING MEETINGS & EVENTS:

- Next Regular City Council meeting is **Tuesday, September 4th** at 7pm in the Council Chambers.
- City Offices will be closed Monday, September 3rd in observance of the Labor Day holiday.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for September 4, 2012
Date: September 4, 2012

Water Storage Tank: The new pump station is experiencing irregular amperage on a pump. Westar is researching the cause of the irregularity and is testing the newly installed transformer. Seeding is occurring later this month and the removal and replacement of dead trees and shrubs will occur at the same time. Our water storage capacity is 1,000,000 gallons at 3:30pm this afternoon the combine storage on hand was 938,500 gallons.

Water Supply Line: The loan agreement has been sent to KDHE and the City is awaiting notice to proceed with the solicitation of bids. A project timeline will be presented as an agenda item or in a future report.

City Storm Shelter: The end caps are schedule to be fabricated this week and a pre-construction conference will occur shortly thereafter.

City Street Repairs: I had previously reported that the Governing Body would be considering bids at this meeting, however due to two large digs occurring this week and next there will be two additional utility cuts added to the original list. Also being presented will be concrete repair to damaged curbs and sidewalk segments. The governing body can expect to consider awarding the bid for this work at the September 17th meeting.

WABA Countywide Incentive: The Director of Community Development Justin Givens attended a meeting on August 23rd with Wichita Area Builders Association President Wess Galyon and other City Administrators/Managers and Economic Development professionals in Sedgwick County to discuss WABA's desire to develop a uniform incentive program throughout Sedgwick County. WABA desires uniform criteria throughout Sedgwick County for a Neighborhood Revitalization Program. If there are additional developments on this item it will be reported in a future report or as an agenda item.

Public Works Supervisor: Tylor Struckman has been appointed interim Public Works Supervisor. Tylor will conduct a weekly staff meeting with all department personnel each Monday at 8am and he meets daily with me to review public works operations for the day. The first Monday of each month the department will be conducting standard vehicle & equipment servicing and cleaning as well as facility clean-up & maintenance, in the event a holiday falls on the first Monday of the year this task will occur on the first Tuesday of the month.

Burn Site Hours of Operation: At the September 17th regular meeting I will present and request feedback from the Council on expanding burn site hours of operation.

August Code Violations: I have included a list of August code violations as well as the status of their mitigation. If you have questions with the content of the list please contact Director of Community Development Justin Givens.

Street Operations: City crews will be filling potholes this week. Weed mitigation and street sweeping in Old Town occurred last week, this week the streets will be swept in Season's, Autumn Blaze, St. Andrews, and Spring Hill Additions, as well as Easy & Todd Streets.

Water Operations: Crews will be working on 5 excavations with water service repairs occurring at 400 Industrial, 122 W. South Street, 319 N. Main, and service installations at 1201 N. Pine, and 308 Autumn Blaze.

Wichita/Sedgwick County Code Enforcement Merger: I met with Deputy County Manager Ron Holt to review the status of the merger between the City of Wichita and Sedgwick County code enforcement departments. The City of Goddard contracts with Sedgwick County to provide building inspection services to our community. The merger will not impact our operations nor will the merger affect our operational budget as the service will cost the same. The new agency will be named the "Metropolitan Area Building and Construction Department (MABCD)". The merger will consolidate building codes and trade standards; trade boards; trade license certifications; and plan review, permitting, & inspections. The Wichita City Council has already adopted the merger ordinance and Sedgwick County will adopt the same resolution later this month. Once the agreement is ratified by both governing bodies the City of Goddard will need to adopt a new interlocal agreement with the newly created MABCD. I anticipate this occurring in the fourth quarter of 2012.

Winter Road Preparation: Salt and sand for the 2012-2013 winter season will be ordered the last week of August. The first week of October Crews will prepare equipment for winter operations. Monday, October 8th (Columbus Day) Crews will conduct a winter response dry run in preparation for the City's storm response, all snow routes will be driven by each driver and all equipment will be operated to ensure functionality. A report will be provided to the governing body at the October 15th regular meeting.

UPCOMING MEETINGS & EVENTS:

- Ribbon Cutting for *High Performance Dance* 19894 W. Kellogg **Tuesday, September 5th** at 5:30pm
- Chamber of Commerce Executive Board meets **Thursday, September 6th** at noon in Pizza Hut.
- Planning Commission meeting is **Thursday, September 13th** at 7pm in the Council Chambers.
- The Chamber of Commerce regular meeting **Thursday, September 13th** at noon in Pizza Hut.
- Next Regular City Council meeting is **Monday, September 17th** at 7pm in the Council Chambers.
- Municipal Court meets at 7pm in the Council Chambers on **Monday, September 11th & 25th**.
- Public Works Summer Hours (6:30am to 3:00pm) have ceased and we have returned to the normal schedule (7:30am to 4:00pm). Summer hours usually coincide with Memorial Day but may begin earlier in the month if extreme temperatures arrive early.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator

SUMMERTIME WEED NOTICE

<u>DATE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>PROGRESS</u>
6-Aug	Kemp	1609 Summerwood	Done
6-Aug	Bradford	1505 Summerwood	Done
6-Aug	Gonzales	1521 Summerwood	Done
6-Aug	Neuway	1805 Summerwood	Done
6-Aug	Ayers	1006 Spring Wood	Done
6-Aug	Wright	1703 Autumn Ct	Done
6-Aug	Peek	1806 Autumn Pl	Done
6-Aug	Bays	1814 Autumn Pl	Done
6-Aug	Hines	1432 Seasons Ct	Done
6-Aug	Bahner	1201 Seasons Ct	Done
6-Aug	Marshall	110 N Oak St	Done
6-Aug	Burwell	729 N Oak St	Done
6-Aug	AM Plumb	227 N Cedar St	Done
6-Aug	Kimble	101 N Cedar St	Done
6-Aug	Roe	227 N Elm St	Done
7-Aug	Duvall	222 S Cedar	Done
7-Aug	Caulkins	1945 McRae Ct	Done
7-Aug	Stacey	225 S Goddard Rd	Done
8-Aug	Chavez	1926 McRae Dr	Done
8-Aug	Kick N	St Andrew 4th Block A	Done
9-Aug	Trego	301 N Goddard Rd	Done
9-Aug	Stroot	Vacant Lot	Done
9-Aug	Ramirez	2665 Spring Hill Ct	Done
9-Aug	Kaminski	2605 Spring Hill Ct	Done
9-Aug	Cowden	2601 Spring Hill Ct	Done
9-Aug	Dyer	2417 Dory Ct	Done
9-Aug	McVay	2322 Sunset St	Done
21-Aug	Deluna	216 S Cedar	Done
21-Aug	Lee	1301 Harvest Cir	Done
21-Aug	Pankrantz	1306 Harvest Cir	Done
21-Aug	Beevers	1313 Harvest Cir	Done
21-Aug	Alfaro	1314 Harvest Cir	Done
21-Aug	Booker	1513 Summerwood Ct	Done
21-Aug	Miller	1821 Summerwood	Done
21-Aug	Gnad	1714 Springfield	Done
21-Aug	Aldridge	1957 McRae Ct	Done
21-Aug	Fouts	1961 McRae Ct	Done
27-Aug	Schroeder	208 Autumn Blaze	Done
27-Aug	Hudson	5 Cedar Pointe	Done
27-Aug	Sublett	7 Cedar Pointe	Done
30-Aug	James	904 Southwind	
30-Aug	Blubaugh	1008 Spring Wood	
30-Aug	Pathway	1001 S Goddrd Rd	
30-Aug	Wilson	1818 Autumn Cir	

11 Langton	Junk in yard	Ltr 06-04	7/2/2012
Movie Gallery	Grass is high	Ltr 06-07	7/2/2012
Pathway Church	Grass is high	25-Jun	7/2/2012
Universal Oil Lot	Grass is high	25-Jun	6/28/2012
Lot in Elkridge	Grass high	Ltr 07-02	7/16/2012
City Lot South	Grass high	Verbal	7/5/2012
3rd & 199th	Sidewalk	City Job	
Creative Paradise	Grass high	Verbal	7/16/2012
2416 SpringHill Dr	Grass is high	Ltr	8/13/2012
213 Winterset Cir	Grass is high	Ltr	20-Aug
2401 Casey Dr	Kalenknoski		City to Mow
209 Autumn Blaze	Randolph	Ltr 08-27	Done
1826 Autumn Cir	Hunter	Ltr 08-30	
Reserve D	HOA	08/23 & 27	



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for September 17, 2012
Date: September 17, 2012

Water Storage Tank: Nothing new to report on the amperage issue at the tank pump station. We hope to receive word from Westar sometime this month on a possible course of action to mitigate the problem.

Water Supply Line: KDHE has notified the City that we can begin to draw funds on the project. A project timeline and overview will be presented as an agenda item at the October 1st meeting.

City Storm Shelter: The project is underway and should be completed by October 31st.

City Street Repairs: This item will be presented at the October 1st Council meeting. The matter was again deferred to ensure that concrete curbing repairs are included in the authorization.

Burn Site Hours of Operation: Due to time and resource constraints I was unable to prepare this item for tonight's meeting. I will present options and request feedback from the Council on expanding burn site hours of operation restricts At the October 1st regular meeting.

Water Well House Roof Replacement & Exhaust Fan Installation: Staff will present an agenda item to replace the roof and install exhaust fans in all three of the City water well houses. The current roofs leak and cause continual electrical damage with each significant rain and exhaust fans will evacuate hot summertime air which will improve the efficiency of each well pump motor and increase its lifecycle. This item is tentatively scheduled for consideration at the October 1st regular council meeting.

Street Operations: Crews will assemble and install "no parking" signs on frontage road from in front of O'Reilly's Auto Parts west to Walnut Street. Speed limit signs on 183rd St. will be relocated to adjust the speed zones for north bound traffic. Drain extensions will be fitted and installed at library to improve the drainage around the library. Trees will be trimmed and the brush will be removed from the south frontage road from the half mile line east to 183rd Street. This will allow City crews to mow the north side of the south frontage road with the wing mower instead of using the smaller mowers. The following streets will be swept this week: Autumn Blaze, Easy Street area, The Seasons, and St. Andrews. The few remaining dirt roads will be graded additional sand will be applied if needed. All of the mowing route will be completed including Means Park, Linear Park, and the Library.

Wastewater Operations: Other than normal operations crews will jet the sanitary sewer line located on Main Street by the tennis courts. Crews will repair a damaged sanitary sewer cover located at the southwest corner of 199th St. & Kellogg. Crews will also repair a damaged sanitary sewer cover located

on the north side of the south frontage road east of the tree line at about the ½ mile section mark. Wastewater Treatment Facility staff will begin the winterization process at the facility.

Water Operations: A new water service will be installed in the 1200 block of North Pine, which includes the following tasks - tapping the main water line, installing meter setter, meter box, lid and ring, installing meter and MXU.

Water service repairs will occur at the following locations:

100 block of West South to replace a meter setter. There is a pinhole leak in current meter setter.

0 block of Swanee to replace a meter setter. There is a pinhole leak in current meter setter.

300 block of South Goddard Road to replace a meter setter. There is a pinhole leak in current meter setter.

Winter Road Preparation: Salt and sand for the 2012-2013 winter season will be ordered the last week of August. The first week of October Crews will prepare equipment for winter operations. Monday, October 8th (Columbus Day) Crews will conduct a winter response dry run in preparation for the City's storm response, all snow routes will be driven by each driver and all equipment will be operated to ensure functionality. A report will be provided to the governing body at the October 15th regular meeting.

August Water Use: The water utility billed 1,685 customers in August. The sewer utility billed 1,618 customers in August. The City pumped 42.2 million gallons of water in August. 36.2 million gallons were sold with 539,000 gallons being used by the City. August water loss was 5.4 million gallons, putting the City water loss rate at 12.8% which is slightly the state system average of 10-12%. The cause for the increase is due to a contractor at the Wal-Mart site connecting to the City's system to irrigate grass and to limit the likelihood of ground shift causing a leak in a newly installed waterline. Please note the contract has agreed to reimburse the City for the water consumed. The August average water table depth at the well field is 44 feet 4 inches.

Police Department: Chief Houston reports that the department's newest officer began his employment today. The City's newest officer is Eduardo Banda is an alumni of Fort Hays State University, where he attended on a track scholarship and graduated with a degree in Administration of Justice. Eduardo, his wife Hali, and his infant daughter are Goddard residents. He begins KLETC academy training on Monday, September 24th. Welcome to the City! Please find attached to this report an e-mail from a citizen complimenting the GPD on its patrol strategy.

UPCOMING MEETINGS & EVENTS:

- Municipal Court meets at 7pm in the Council Chambers on **Tuesday, September 25th**.
- Next Regular City Council meeting is **Monday, October 1st** at 7pm in the Council Chambers.
- Chamber of Commerce Executive Board meets **Thursday, October 4th** at noon in Pizza Hut.
- Planning Commission meeting is **Thursday, October 11th** at 7pm in the Council Chambers, there was no meeting in September due to a lack of items for the agenda.
- The Chamber of Commerce regular meeting **Thursday, October 11th** at noon in Pizza Hut.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

Your Home, Our Community!

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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for September 24, 2012
Date: September 25, 2012

Water Department: This week crews will be performing water service repairs in the 300 block of S. Goddard Rd and 1500 block of Reece Rd. A valve replacement will occur in the 400 block of W. 3rd Street. Interim Public Works Supervisor Tylor Struckman is compiling a list of valves in need of replacement as well as a prioritization for replacement of each valve.

Wastewater/Sewer Department: On Thursday, September 27th wastewater treatment facility staff will be repacking a blown seal on the facility's wet well as the chopper pump. Kelly & Mike will be cleaning the facility in preparation for the September 28th KDHE inspection.

Streets & Parks Department: Crews will be working to mow and trim all mowing routes and they will be trimming trees along the Kellogg right-of-way line so that our large mower can safely mow next to the tree line. This week old town streets will be swept and staff will be working to repair the concrete footing that contains the sand around the playground equipment will occur this week if time and weather allow.

Planning and Zoning: Director of Community Development Justin Givens met with Phil Meyer of Baughman & Co. to discuss a Planned Unit Development north of Holy Spirit Catholic Church. A preliminary plan for a new 60 unit assisted living facility and 24 independent living units is planned for the property and will be presented to the Planning Commission at the October meeting. Justin has prepared public notices for a conditional use hearing for the October Planning Commission meeting for a duplex in the Pate Addition. The plan is for the existing structure to be removed and a new duplex to be built on the property located at 401 Cindy.

Community Development: Justin met with Boy Scout Ashton Lundy who delivered 5 park benches that were placed at Linear Park as part of his Eagle Scout Project. Just also met with Boy Scout Anthony Wilkerson to discuss the location of a War Memorial in Linear Park. Mr. Wilkerson has received several donations for the project including all of the concrete as well as a donation from the VFW. He will also be using the flag pole that was replaced at the library.

Building & Inspections: Justin met with City Engineer Harlan Foraker to discuss several drainage issues. One situation is between and Kwik Shop and the duplexes to the west. Harlan is working on a design to present to Kwik Shop to remediate drainage issues created by their development. The second situation is at Elk Ridge. A homeowner had complained about erosion into a drainage area. While staff was onsite the developer and a contractor were also on site to meet about the same issue. Staff feels a solution has been reached and all parties involved should be able to move forward. Justin also performed two final inspections for new homes in Autumn Blaze.

Animal Control: Monte removed a possum and rabbit from separate window wells in the Seasons and Spring Hill. He also removed a skunk and raccoon from Universal Products and assisted a resident with trapping a raccoon from inside their house. A beagle and two other dogs were returned to their owners after a brief stay in doggie jail.

Nuisance Abatement: Monte contacted property owners in the 600 block of N Main for the removal of an abandoned vehicle. Contact was also made with a property owner on Oak regarding excessive materials in a carport. He also discussed maintenance issues with Spring Hill and Seasons HOA management services to satisfy resident complaints on property controlled by the HOA. Abatement should occur this week.

Police Department: GPD officers attended training on bomb and domestic terrorism on public infrastructure and public utilities. The State of Kansas conducted an annual audit of NCIC procedures, facilities, and department files. Chief Houston made a presentation to senior citizens at Medicalodge on safety and the department's SENIORS program.

October 1st Agenda Items: The October 1st agenda is tentatively as follows:

- Consider a sewer rate ordinance.
- Consider a request for funding from Tanganyika Wildlife Park.
- Authorize pavement and curb repairs.
- Receive and file a report on the 2012 Fall Festival.
- Receive training on the Kansas Open Meetings Act.

UPCOMING MEETINGS & EVENTS:

- Municipal Court meets at 7pm in the Council Chambers on **Tuesday, September 25th**.
- Next Regular City Council meeting is **Monday, October 1st** at 7pm in the Council Chambers.
- Chamber of Commerce Executive Board meets **Thursday, October 4th** at noon in Pizza Hut.
- Planning Commission meeting is **Thursday, October 11th** at 7pm in the Council Chambers, there was no meeting in September due to a lack of items for the agenda.
- The Chamber of Commerce regular meeting **Thursday, October 11th** at noon in Pizza Hut.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for October 1, 2012
Date: October 1, 2012

Water Supply Line: I had intended to provide an update at tonight's meeting however KDHE continues to evaluate the City's plans. The delay is due to KDHE staff reductions.

City Storm Shelter: The project is underway and should be completed by October 31st.

Burn Site Hours of Operation: Due to time and resource constraints I was unable to prepare this item for tonight's meeting. I will present options and request feedback from the Council on expanding burn site hours of operation restricts at the October 15th regular meeting.

Wastewater Treatment Facility Sludge Removal: It is time to renew the sludge removal agreement with Agri Enterprises. At the October 15th regular meeting I will present a contract for renewal of the WWTF sludge removal agreement. The cost for the sludge removal will remain unchanged.

Street Sign Purchase: I will be presenting bids from two different vendors and requesting authorization to purchase \$5,000 worth of street signage for compliance with updated Manual of Uniform Traffic Control Devices reflectivity standards. This is part one of a five year replacement program that has been previously mentioned in quarterly reports for Public Works. The request will be to purchase 37 school zone crossing signs and 16 Neighborhood Watch signs. Information on the standards is available on line at www.minimumreflectivity.org & http://safety.fhwa.dot.gov/roadway_dept/night_visib/

Water Well House Roof Replacement & Exhaust Fan Installation: Staff will present an agenda item to replace the roof and install exhaust fans in all three of the City water well houses. The current roofs leak and cause continual electrical damage with each significant rain and exhaust fans will evacuate hot summertime air which will improve the efficiency of each well pump motor and increase its lifecycle. This item is scheduled for consideration at the October 15th regular council meeting.

Street Operations: Crews replaced dead patches of sod at the library and installed a light to shine on the flag pole. Crews are working to ensure the parade route is clean and any grass, weeds, etc. along the parade are removed. On Tuesday, October 2nd staff is repainting parking lines in the parking lot behind City Hall. In preparation for Fall Festival Old Town streets will be swept this week. All mowing routes will be mowed with particular attention being paid to the Library and Linear Park in preparation for Fall Fest. Gary Medley & Mike Holmes are coordinating barricade pickup from Sedgwick County.

Water Operations: Most of the efforts are on mowing and street sweeping in preparation for Fall Festival. Water service repairs or new service installations will occur in the 1200 block of North Oak and the 1500 block of Reece Road.

Winter Road Preparation: Crews are preparing equipment for winter operations. On Monday, October 8th (Columbus Day) Crews will conduct a winter response dry run in preparation for the City's storm response, all snow routes will be driven by each driver and all equipment will be operated to ensure functionality. A report will be provided to the governing body at the October 15th regular meeting.

UPCOMING AGENDA ITEMS:

- October 15th Regular Meeting
 - Quarterly Financial Reports for 3rd Quarter 2012
 - Departmental Quarterly Reports from Department Heads
 - Discussion of burn site expanded hours of operation.
 - Sign purchase request.
 - Sludge removal agreement with Agri Enterprises.
- November 5th Regular Meeting
 - Fireworks policy discussion

UPCOMING MEETINGS & EVENTS:

- Chamber of Commerce Executive Board meets **Thursday, October 4th** at noon in Pizza Hut.
- Fall Festival is **Saturday, October 6th** on Main Street and in Linear Park. (Schedule included)
- Municipal Court is **Tuesday, October 9th** at 7pm in City Hall.
- Planning Commission meeting is **Thursday, October 11th** at 7pm in the Council Chambers to consider the following:
 - A preliminary plan for the construction of a senior citizen assisted and independent living center. City Council is tentatively scheduled to consider this item in November regular meeting.
 - Two conditional use permits for the construction of duplexes in the 400 block of North Craig & 300 block of North Walnut.
 - A Sedgwick County zone of influence conditional use permit.
- The Chamber of Commerce regular meeting **Thursday, October 11th** at noon in Pizza Hut.
- Municipal Court is **Tuesday, October 23rd** at 7pm in City Hall

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of October 8 – October 15, 2012
Date: October 8, 2012

City Storm Shelter: The concrete boxes are set and the weather wrap has been applied. Most of the dirt work is complete and the wing walls will be formed and poured this week. The project is on schedule and should be completed by October 31st.

Burn Site Hours of Operation: I will present options and request feedback from the Council on expanding burn site hours of operation restricts at the October 15th regular meeting.

Wastewater Treatment Facility Sludge Removal: This item was planned for the October 15th regular meeting but has been moved to the November 5th regular meeting. I will present a contract for renewal of the WWTF sludge removal agreement. The cost for the sludge removal will remain unchanged.

Special Event Permit: The consent agenda will contain a special event permit for Tanganyika Wildlife Park's "Pumpkins in the Park". If you have questions regarding the permit on Tuesday (10/9), City Clerk Teri Laymon will be available to answer any questions on the permit upon her return as a City delegate to the League of Municipalities annual meeting.

Street Sign Purchase: I will be presenting bids from two different vendors and requesting authorization to purchase \$5,000 worth of street signage for compliance with updated Manual of Uniform Traffic Control Devices reflectivity standards. This is part one of a five year replacement program that has been previously mentioned in quarterly reports for Public Works. The request will be to purchase 37 school zone crossing signs and 16 Neighborhood Watch signs. Information on the standards is available on line at www.minimumreflectivity.org & http://safety.fhwa.dot.gov/roadway_dept/night_visib/

Water Well House Roof Replacement & Exhaust Fan Installation: Public Works Supervisor Tylor Struckman will present an agenda item to replace the roof and install exhaust fans in all three of the City water well houses. The current roofs leak and cause continual electrical damage with each significant rain and exhaust fans will evacuate hot summertime air which will improve the efficiency of each well pump motor and increase its lifecycle. This item is scheduled for consideration at the October 15th regular council meeting.

Utility Cut Repairs: On October 8th & 9th contractors are performing repairs authorized at the October 1st regular meeting. The authorized expenditure level for this maintenance item is \$8,160. The repairs are occurring at the following locations: 500 block of East 4th, 400 block of East 3rd, 100 block of North Pine, 100 block of West 4th, the intersection of 4th & Main, 200 block of North Spruce, 700 block of South

Godard Road, 400 block of Industrial Road, 400 block of West 3rd, 100 block of East 3rd, and the 200 block of South Main.

Street Operations: Last week crews were busy preparing for Fall Fest. They were also able to accomplish monthly servicing of vehicles and large equipment (the first Monday of each month), repainted the parking lot lines behind City Hall. At the library staff repaired a handrail and installed the downspouts. All mowing routes were mowed and fresh mulch was applied to trees on the east side of Linear Park. The streets were swept in the Spring Hill, Autumn Blaze, and Seasons, additions.

This week crews will clean-up from Fall Fest and return items borrowed from other communities and organizations such as gators, traffic barricades, etc. Crews will hopefully be able to complete work on the sand box area in Means Park as they were unable to get this item last week. All mowing routes will be maintained this week and crews will also continue to trim and remove brush and trees along the south frontage. Street sweeping will occur in Old Town to clean-up from Fall Fest activities and sand streets will be graded and maintained. On Wednesday (10/10) Street Department Crew Leader Gary Medley is attending a snow & ice control class at KDOT in Wichita.

Water & Wastewater Operations: Crews spent a large portion of last preparing for Fall Festival. Crews also completed required KDHE water sample tests, performed 10 utility locates for Kansas One-Call, and participated in the monthly servicing of vehicles and large equipment (the first Monday of each month), and completed the weekly reading of the well field water table readings (43 feet is the average depth). Water service repairs were completed in the 1500 block of Reece Road, and 100 West Swanee. A new service was installed in the 1200 block of North Oak.

This week crews have a water service repair scheduled in the 100 block of North Spruce, a water service removal at the old Goddard Gunnery location, and a new service installation at 1600 block of South 151st Street West. Routine water well maintenance will occur and crews will also perform building and grounds maintenance to the well houses and adjacent grounds. Service disconnects for non-payment occurs on Monday, October 8th.

Wastewater staff is consulting an electrician to troubleshoot power failures at the wastewater treatment facility. Staff is also troubleshooting high biochemical oxygen demand (BOD) numbers and chemical oxygen demand tests will be performed to help determine the cause of the high BOD numbers. As part of the sanitary sewer manhole rehabilitation program, crews are inspecting manholes in the area of Kellogg/US-54/400 and 199th Street West.

Winter Road Preparation: Crews are preparing equipment for winter operations and will conduct a winter response dry run this week in preparation for the City's storm response. All snow routes will be driven by each driver and all equipment will be operated to ensure functionality. A report will be provided to the governing body at the October 15th regular meeting.

Tylor Struckman, interim Public Works Supervisor has identified two brine tanks available for auction by KDOT in Salina. We are hopeful that we will be able to purchase two tanks with pumps to mix our own salt brine as a pretreatment to winter weather. I believe we will be able to purchase these items and have them operationally for a cost of less than \$500.

Goddard Police Operations: Last week Detective Albert attained 4 warrants through the District Attorney's office. Officers arrested 4 individuals for DUI and issued 12 citations and numerous warning

for school zone speed violations. This week officers are focusing on traffic enforcement in the high accident areas along Kellogg as well as school zone enforcement.

Fleet Maintenance Request for Proposals: Chief Houston along with interim Public Works Supervisor Tylor Struckman has constructed a fleet RFP for police department and public works vehicles. I anticipate presenting bids for the governing body's consideration at the November 19th regular meeting.

Utility Locate Policy: Tylor has been working with me to develop a policy for City staff to use when locating water & sanitary sewer lines as part of the Kansas One-Call program. Once the policy is completed, I will provide a copy to the governing body as background material on public works operations.

UPCOMING AGENDA ITEMS:

- October 15th Regular Meeting
 - Quarterly Financial Reports for 3rd Quarter 2012
 - Departmental Quarterly Reports from Department Heads
 - Discussion of burn site expanded hours of operation.
 - Sign purchase request.
 - Well house roof and exhaust fan bid award
- November 5th Regular Meeting
 - Debt collection service agreement for the collection of municipal court fines
 - Consider bids for sanitary sewer extension.
 - Sludge removal agreement with Agri Enterprises.
 - Fleet Maintenance RFP

UPCOMING MEETINGS & EVENTS:

- Chamber of Commerce Executive Board meets **Thursday, October 4th** at noon in Pizza Hut.
- Fall Festival is **Saturday, October 6th** on Main Street and in Linear Park. (Schedule included)
- Municipal Court is **Tuesday, October 9th** at 7pm in City Hall.
- Planning Commission meeting is **Thursday, October 11th** at 7pm in the Council Chambers to consider the following:
 - A preliminary plan for the construction of a senior citizen assisted and independent living center. City Council is tentatively scheduled to consider this item in November regular meeting.
 - Two conditional use permits for the construction of duplexes in the 400 block of North Craig & 300 block of North Walnut.
 - A Sedgwick County zone of influence conditional use permit.
- The Chamber of Commerce regular meeting **Thursday, October 11th** at noon in Pizza Hut.
- All Public Works personnel have a monthly training on **Thursday, October 11th** for respiratory training. Training occurs at the wastewater treatment facility conference room.
- Municipal Court is **Tuesday, October 23rd** at 7pm in City Hall

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

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P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for October 1, 2012
Date: October 1, 2012

Water Supply Line: There is nothing new to report on the project KDHE continues to evaluate the City's plans. The delay is due to KDHE staff reductions.

Wastewater Treatment Facility Sludge Removal: At the November 5th meeting I will present a contract for renewal of the WWTF sludge removal agreement. The cost for the sludge removal will remain unchanged.

Utility Cut Repairs: The roadway repairs approved by the governing body at the October 1st regular meeting have been completed. The authorized amount for the repairs is \$8,160 and repairs were performed at the following locations: 500 block of East 4th, 400 block of East 3rd, 100 block of North Pine, 100 block of West 4th, the intersection of 4th & Main, 200 block of North Spruce, 700 block of South Godard Road, 400 block of Industrial Road, 400 block of West 3rd, 100 block of East 3rd, and the 200 block of South Main.

Fleet Maintenance Request for Proposals: Chief Houston along with interim Public Works Supervisor Tylor Struckman has constructed a fleet RFP for police department and public works vehicles. I anticipate presenting bids for the governing body's consideration at the November 19th regular meeting.

Utility Locate Policy: Tylor has been working with me to develop a policy for City staff to use when locating water & sanitary sewer lines as part of the Kansas One-Call program. Once the policy is completed, I will provide a copy to the governing body as background material on public works operations.

Temporary Note Rollover: The City has \$2,540,000 in callable temporary notes which will mature in the first half of 2013. A list of callable maturing issuances is provided below:

- Series 2011-01 in the amount of \$1,290,000 for St. Andrew's 4th Addition for water, sanitary sewer, storm drainage, and street improvements will mature on April 15, 2013. This issuance involves special assessments and will be assessed to the petitioning properties.
- Series 2012 in the amount of \$450,000 for roadway improvements to 183rd Street West (south of US-54/400) will mature on March 1, 2013
- Series 2012-02 in the amount of \$800,000 for construction of a water storage tank will mature on May 1, 2014.

September Water Use: The water utility billed 1,701 customers in September. The sewer utility billed 1,618 customers in September. The City pumped 28.9 million gallons of water in September, 13.3 million gallons less than August. 25.2 million gallons were sold with 424,000 gallons being used by the City. September water loss was 3.3 million gallons, putting the City water loss rate at 11% which is in line with the state system average of 10-12%. The September average water table depth at the well field is 47 feet 9 inches, which is a **drop** of the water table by 3 feet 5 inches.

October Planning Commission Notes: The Goddard Planning Commission conducted a regular meeting on Thursday, October 11, 2012 in the Council Chambers of City Hall. Meeting highlights include:

- The review of a preliminary plan for the construction of a senior citizen assisted and independent living center. The Planning Commission will formally consider this item at the November 8, 2012 regular meeting. The City Council is tentatively scheduled to consider this item at the November 19th meeting.
- Planning Commissioners also approved conditional use permits for the construction of duplexes in the 400 block of North Craig & 300 block of North Walnut.
- The Planning Commission also made a positive recommendation in Goddard's extraterritorial zone of influence (ZOI) on a conditional use permit for drilling and oil exploration in the area of 183rd Street West & 47th Street South. This item will be considered by the Metropolitan Area Planning Commission (MAPC) at their October 18th regular meeting.

UPCOMING AGENDA ITEMS:

- November 5th Regular Meeting
 - Debt collection service agreement for the collection of municipal court fines
 - Consider bids for sanitary sewer extension.
 - Sludge removal agreement with Agri Enterprises.
 - **Tentatively Scheduled:** Resolution calling for a public hearing on the creation of an improvement district.

UPCOMING MEETINGS & EVENTS:

- Municipal Court is **Tuesday, October 23rd** at 7pm in City Hall.
- The annual Oak Street Elementary Costume Parade will occur on **Tuesday, October 30th** at 2:45pm from Oak Street Elementary down Main Street and back to the school.
- Chamber of Commerce Executive Board meets **Thursday, November 1st** at noon in Pizza Hut.
- City Council meeting is **Monday, November 5th** at 7pm in the City Council Chambers of City Hall.
- Community Thanksgiving Feast is **Thursday, November 8th** at noon in the Goddard United Methodist Church auditorium.
- Goddard Public Library is hosting "The Big Read". This year's book is F. Scott Fitzgerald's masterpiece "The Great Gatsby" about the privileged life on Long Island during the height of the Jazz Age. Stop into the Library and pick up a free copy!

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of October 15 – November 5, 2012
Date: October 29, 2012

City Storm Shelter: Construction of the wing walls is underway and the doors have been ordered. They should arrive within the next 6-8 weeks. It is anticipated the grout work will occur within the next two weeks. The project was authorized on June 18, 2012 with a project budget of \$84,821.10 with costs to be allocated to the Capital Improvement Fund, cost center Public Buildings, line item Capital Outlay Buildings (90-960-8130). The project budget was increased to \$91,321.10 to account for the cost of the installation and exit hardware for the doors. To date \$18,921 has been expended and \$72,400 remains in the project budget.

Burn Site Hours of Operation: The burn site will be open on Saturday, November 10, 2012 from 9am to noon. A series of advertisements will be run in the Times-Sentinel as well as on Channel 7 and the City's social media outlets. Appointments during the week are still encouraged.

Wastewater Treatment Facility Sludge Removal: This item will be presented at the November 5th regular City Council meeting. The cost for the sludge removal will remain unchanged.

Road Closure & Large Event Permit: Staff is working on a policy that will be presented to the governing body for review and comment sometime in late November or early December.

Street Sign Purchase: The street signs authorized for purchase at the October 22nd Council meeting have been ordered and should arrive 4 weeks from today. The Council authorized an expenditure of \$6,000 for compliance with FHA/KDOT luminosity standards for street and roadway signage.

Water Well House Roof Replacement & Exhaust Fan Installation: Public Works Supervisor Tylor Struckman has confirmed the bid quotes and working to ascertain the cost of constructing a well house for Water Well #7. He will present an agenda item to replace the roof and install exhaust fans in two of the City water well houses. I anticipate the bid for the construction of a new well house to be presented for discussion at a meeting in December 2012 or January 2013. The City of Wichita considers the project to be a Group U occupancy type which is an accessory structure. A site plan and survey of the location is required. The permit cost will be a \$25 permit fee. City Engineer Harlan Foraker is working with City of Wichita officials on the matter.

Water Supply Line: Regretfully I have nothing new to report on the status of the water supply line plan review. The plans were submitted to KDHE for review and approval in August. The delay is a result of the State of Kansas's budget woes which have resulted in staff reductions and reassignments within KDHE.

Kellogg Water Supply Line Relocation: This item is moving again and the November 5, 2012 meeting will have a water relocation agreement presented. The agenda item seeks authorization for Mayor Gregory to execute the agreement with the City of Wichita. City Attorney Robert Coykendall has worked with the City of Wichita on the agreement's language and he approves as to its form. The agreement has the City of Wichita covering the cost to relocate the water line. The agreement also maintains the City of Goddard's ability to have future costs of relocation covered by the City of Wichita.

Street Operations: Highlights from the past two weeks crews have serviced the City's inventory of lawn care equipment, serviced and installed new side brooms on the street sweeper, performed street sweeping operations in St Andrews, Main Street, all of the frontage roads, Autumn Blaze Additions, and Easy Street. Mowing and weed eating was performed in all areas of responsibility, the Fall Festival sign was removed from the Community billboard, the sump pump drain on the west side of the library was rebuilt and rerouted to remove a slip hazard from algae growth in the drainage area adjacent to the library's south sidewalk. Delineators were installed at the intersection of 23rd Street and Main Street to help citizens to avoid the steep ditch when turning off 23rd street onto Main Street.

This week crews will deliver the white dump truck to have the houses mounted for the salt brine saddle tanks. Mowing will occur at where around the City. Parking lot stalls at Means Park will be painted and two handicapped parking spots will be included. The locations will be on the north parking area where the handicapped signage is currently located. The Season's, St Andrews, and Spring Hill will be swept this week.

Water & Wastewater Operations: The City's average water table depth was 46' two weeks ago and 42' last week. Other highlights include 35 utility locates for Kansas One Call, 6 water service installations or repairs were performed, 4 sanitary sewer lines were cleaned, and staff cleaned the strainer on Water Well #4's chlorine injector. This week crews repaired a water line break in the 700 block of North Walnut, and will replace a water meter in the 100 block of North Oak. The pool was winterized last week before the season's first freeze occurred.

Wastewater staff will assist contractors in the repair of blower #1 at the plant. This repair is under warranty. One of our UV filters malfunctioned over the weekend and staff is working to get it back on line. Winterization of the plant continues and the basins and belt press room should be completed this week.

Winter Road Preparation: The City has acquired two 600 gallon salt brine tanks for a total combined cost of \$160.00. The total cost to make these two tanks fully functional and like new will cost **no more than** \$1,400 in parts which includes the cost of the two tanks. New tanks like the ones purchased by staff cost in excess of \$10,000. We were able to purchase the tanks at auction by KDOT in Salina. The tanks allow us to mix our own salt brine as a pretreatment to winter weather. We have purchased two 425 gallon tanks for Public Works to be able to apply salt brine to the streets from two of our work trucks rather than using the heavy dump trucks. This required the installation of an air bag suspension system on the 1 ton Chevy truck and the ¾ ton Ford truck. The total amount of the air bag suspension system was less than \$700.

Fleet Maintenance Request for Proposals: Chief Houston along with interim Public Works Supervisor Tylor Struckman has constructed a fleet RFP for police department and public works vehicles. I anticipate presenting bids for the governing body's consideration at the November 19th regular meeting.

Utility Locate Policy: Tylor has been working with me to develop a policy for City staff to use when locating water & sanitary sewer lines as part of the Kansas One-Call program. Once the policy is completed, I will provide a copy to the governing body as background material on public works operations.

October Sedgwick County Sales Tax Distribution: The City of Goddard received Sedgwick County's distribution of the countywide sales tax. This distribution includes the sales tax and the compensating use tax, combined they total \$47,732.87. This is highest amount received for the month of October and is a 7% increase compared to October 2011's distribution and 28% more than was collected in October 2010.

Roof Repairs: The repairs to the City shops and the wastewater treatment facility were completed last week. The repairs to the north half of the City and Township building will occur this week.

UPCOMING AGENDA ITEMS:

- November 5th Regular Meeting
 - Debt collection service agreement for the collection of municipal court fines
 - Consider bids for sanitary sewer extension.
 - Sludge removal agreement with Agri Enterprises.
 - Fleet Maintenance RFP
 - Waterline Relocation Agreement
 - Consider a resolution setting a public hearing for December 17, 2012 to establish a STAR bond district.

UPCOMING MEETINGS & EVENTS:

- The annual Oak Street Elementary Costume Parade will occur on **Tuesday, October 30th** at 2:45pm from Oak Street Elementary down Main Street and back to the school.
- Chamber of Commerce Executive Board meets **Thursday, November 1st** at noon in Pizza Hut.
- City Council meeting is **Monday, November 5th** at 7pm in the City Council Chambers of City Hall.
- Community Thanksgiving Feast is **Thursday, November 8th** at noon in the Goddard United Methodist Church auditorium.
- Municipal Court is **Tuesday, November 13th** at 7pm in City Hall.
- Planning Commission meeting is **Thursday, November 8th** at 7pm in the Council Chambers.

PLEASE NOTE: In observance of the Veteran's Day holiday City Offices will be closed on **Monday, November 12th**. Emergency service providers, including the Goddard Police Department will be patrolling and responding to all calls. City Hall will reopen for regular business on Tuesday, November 13th at 8am.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for November 5, 2012
Date: November 5, 2012

City website: Staff is unable to upload additional files, the matter should be corrected this week.

City Storm Shelter: Construction of the wing walls is underway and the doors have been ordered. They should arrive within the next 6-8 weeks. It is anticipated the grout work will occur within the next two weeks. The project was authorized on June 18, 2012 with a project budget of \$84,821.10 with costs to be allocated to the Capital Improvement Fund, cost center Public Buildings, line item Capital Outlay Buildings (90-960-8130). The project budget was increased to \$91,321.10 to account for the cost of the installation and exit hardware for the doors. To date \$18,921 has been expended and \$72,400 remains in the project budget.

Burn Site Hours of Operation: The burn site will be open on Saturday, November 10, 2012 from 9am to noon. A series of advertisements will be run in the Times-Sentinel as well as on Channel 7 and the City's social media outlets. Appointments during the week are still encouraged.

Fleet Maintenance Request for Proposals: Chief Houston along with interim Public Works Supervisor Tylor Struckman has constructed a fleet RFP for police department and public works vehicles. I anticipate presenting bids for the governing body's consideration at the November 19th regular meeting.

Utility Locate Policy: Tylor has been working with me to develop a policy for City staff to use when locating water & sanitary sewer lines as part of the Kansas One-Call program. Once the policy is completed, I will provide a copy to the governing body as background material on public works operations.

Temporary Note Rollover: The City has \$2,540,000 in callable temporary notes which will mature in the first half of 2013. A list of callable maturing issuances is provided below:

- Series 2011-01 in the amount of \$1,290,000 for St. Andrew's 4th Addition for water, sanitary sewer, storm drainage, and street improvements will mature on April 15, 2013. This issuance involves special assessments and will be assessed to the petitioning properties.
- Series 2012 in the amount of \$450,000 for roadway improvements to 183rd Street West (south of US-54/400) will mature on March 1, 2013
- Series 2012-02 in the amount of \$800,000 for construction of a water storage tank will mature on May 1, 2014.

The calendar of City Council actions for this are listed below:

- November 19, 2012: Approve final costs, assessment rolls, and establish an assessment hearing for December 3, 2012.
- December 3, 2012: Conduct the assessment hearing and adopt an assessment ordinance.

- January 7, 2013: City Council adopts resolution setting a bond sale date of February 4, 2013 and approves the preliminary official statement.
- February 4, 2012: City Council considers bids and adopts a bond resolution and ordinance for the bidder with the lowest interest rate.

October Water Use: The water utility billed 1,697 customers in October. The sewer utility billed 1,618 customers in October. The City pumped 21.2 million gallons of water in September, 7.7 million gallons less than September. 17.5 million gallons were sold with 463,000 gallons being used by the City. October water loss was 3.3 million gallons, putting the City water loss rate at 15% which is 3% above the state system average of 10-12%. The October average water table depth at the well field is 45 feet, which is a **drop** of the water table by 2 feet.

November Planning Commission Notes: The Goddard Planning Commission conducted a regular meeting on Thursday, November 8, 2012 in the Council Chambers of City Hall. Meeting highlights include:

- The approval of a preliminary plan for the construction of a senior citizen assisted and independent living center was planned for this agenda but is now scheduled for the December 13th regular Planning Commission meeting. The City Council is tentatively scheduled to consider this item at the **December 17th** meeting.
- The Planning Commission will consider a conditional use permit for the construction of a 5 bay automotive service and repair. The potential project planned to be located at the intersection of Casado and Kellogg Drive.

UPCOMING AGENDA ITEMS:

- November 19th Regular Meeting
 - Waterline relocation agreement with the City of Wichita (removed from tonight's agenda)
 - Award fleet maintenance service agreement.
 - Approve Temporary Note final costs, assessment rolls, and set a public hearing.
 - Approve a conditional use permit for an Auto service & repair shop (Please see Planning Commission Notes)

UPCOMING MEETINGS & EVENTS:

- Community Thanksgiving Feast is **Thursday, November 8th** at noon in the Goddard United Methodist Church auditorium.
- Planning Commission meeting is **Thursday, November 8th** at 7pm in the Council Chambers.
- Municipal Court is **Tuesday, November 13th** at 7pm in City Hall.
- The Goddard Chamber of Commerce meeting is **Thursday, November 15th** at noon in the Pizza Hut meeting room.
- Regular City Council meeting is Monday, November 19, 2012 at 7pm in the Council Chambers.

PLEASE NOTE: In observance of the Veteran's Day holiday City Offices will be closed on Monday, November 12th. Emergency service providers, including the Goddard Police Department will be patrolling and responding to all calls. City Hall will reopen for regular business on Tuesday, November 13th at 8am.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for November 19, 2012
Date: November 19, 2012

City website: The website document upload issues have been corrected. The website is operating normally. Please visit www.goddardks.gov for information on your local government!

City Storm Shelter: Construction of the wing walls is complete and the FEMA tornado rated storm doors should arrive within 4-6 weeks. It is anticipated the grout work will occur within the next several days. The project was authorized on June 18, 2012 with a project budget of \$84,821.10 with costs to be allocated to the Capital Improvement Fund, cost center Public Buildings, line item Capital Outlay Buildings (90-960-8130). The project budget was increased to \$91,321.10 to account for the cost of the installation and exit hardware for the doors. To date \$18,921 has been expended and \$72,400 remains in the project budget. *Please see photo.*



Utility Locate Policy: Tylor has been working with me to develop a policy for City staff to use when locating water & sanitary sewer lines as part of the Kansas One-Call program. Tylor and I will present an overview of the policy with the governing body action being to "Receive & File".

2013 Zoning Map: City Engineer Harlan Foraker and Director of Community Development are working to construct an updated zoning map for your consideration at the January 7th regular Council meeting.

Linear Park Playground Equipment: The reconstruction of the Goddard Lion's Club's gift of playground equipment is underway. City staff is currently working to reconstruct the equipment as time allows. Staff is unable to work on the project this week but will continue next week.



Loehr Condemnation: The condemnation hearing for the 50'x50' property that has a unique title situation and excessive tax liens and which contains a sanitary sewer line serving the Credit Union of America property and adjacent parcels has been scheduled for Tuesday, January 22nd at 9am.

City Preparation for Veteran's Day 2012: Please see the attached letter regarding the City's standing policy for the placement of flags and my apology for the failure to display flags on Veteran's Day. The City began displaying the flags after the group of community volunteers was unable to continue the community service due to low participant turn out. The City's American Legion Post 416 subsequently ceased operations as well. City Staff has made every effort to ensure that this incident will not occur in the future. A copy of these items has been posted on the City's social media pages and was also placed on the City's main page for one week.

Goddard Police Department: The GPD is once again participating in the KDOT's Special Traffic Enforcement Program (STEP). Monday, the 19th through Sunday, November 25th officers will be making extra-patrols to target seat-belt, child restrain, and DUI enforcement the target of their patrol activities. All overtime costs incurred by the City will be reimbursed by KDOT. GPD also participates in the Memorial Day & Labor Day STEP focused enforcement, which has resulted (and has been mentioned in previous CAO reports) in KDOT awarding the department a laser radar gun (LIDAR), a breathalyzer, and 2 body cameras. A brief overview of the program has been placed on the City's Facebook page. Facts about Thanksgiving holiday traffic incidents will be tweeted periodically through the week on the City's twitter page www.twitter.com/CityOfGoddard

STAR Bond Frequently Asked Questions (FAQ): Director of Community Development Justin Givens is developing a FAQ sheet which will address the basics of the STAR Bond process and its potential impact on Goddard. I will distribute this item to the Governing Body later this week and we will also place the material on the City's website. Staff is working to construct additional educational material for distribution to Goddard's citizenry.

Goddard Wal-Mart: Sedgwick County has issued Wal-Mart a temporary occupancy permit so that employees may begin to construct the interior fixtures and stock the store with product. Sedgwick County must still issue an occupancy permit before the store is open to the public. Please note, we do not anticipate the store being open to the public until sometime in January 2013. Should the public have questions regarding the store's opening date please refer them to the Wal-Mart hiring center.

Holiday Decorations: City holiday decorations are being set-up this week.

UPCOMING AGENDA ITEMS:

- December 3rd Regular Meeting
 - Waterline Relocation Agreement with the City of Wichita.
 - Proclamation of Derek Norris Appreciation Day
 - Receive & File the City's Utility Locate Policy
 - Conduct an Assessment Hearing for St Andrews 4th Addition Improvements
 - Adopt an Assessment Ordinance for St Andrews 4th Addition Improvements
- December 17th Regular Meeting
 - Proposed STAR Bond District Public Hearing
 - Consider an Ordinance Establishing a STAR Bond District
 - 2012 Boundary Resolution

UPCOMING MEETINGS & EVENTS:

- The next City Administrator's Report will be **Monday, November 26th**.
- Goddard Christmas Tree lighting ceremony is **Saturday, December 1st** at 7pm on the Goddard Public Library lawn. **Santa will arrive at 7pm sharp!**
- Regular City Council meeting is **Monday, December 3rd** at 7pm in the Council Chambers.
- The Goddard Chamber of Commerce meeting is **Thursday, December 6th** at noon in the Pizza Hut meeting room.
- **FREE** Breakfast with Santa is **Saturday, December 8th** at the Goddard High School 8:55am to 11am.
- Municipal Court is **Tuesday, December 11th** at 7pm in City Hall.
- Planning Commission meeting is **Thursday, December 13th** at 7pm in the Council Chambers.
- Operation Mitten Tree community gift wrap is **Sunday, December 16th** 1-4pm at Goddard UMC.

PLEASE NOTE: In observance of the Thanksgiving holiday City Offices will be closed Thursday, November 22nd & Friday November 25th. Emergency service providers, including the Goddard Police Department will be patrolling and responding to all calls. City Hall will reopen for regular business on Monday, November 26th at 8am.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

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November 13, 2012

To the Veterans and Citizens of Goddard:

This past weekend our nation observed Veteran's Day and set aside November 11th to honor those who have served and are serving our great nation. Veteran's Day is a holiday rooted in the citizenry's deep appreciation of those citizens who have stepped forward resigning their fate not just to the President of the United States and members of the United States Congress but to the Soldier, Sailor, Marine, and Airmen with whom they serve. From the first Veteran's Day honoring the veteran's of World War I which ended on the eleventh hour of the eleventh day of the eleventh month to the veteran's of today the elected officials, staff, and citizens of Goddard honor and are deeply humbled by your service.

Regretfully, City staff failed to display the American Flags throughout the downtown and Kellogg corridor. I sincerely apologize and accept full responsibility on the lack of communication that resulted in this oversight. In July 2009 the City assumed responsibility for placing American flags along Main Street and the Kellogg corridor. I have included the original memo indicating the days for flag displays with this message.

As a combat infantryman serving as a Non-Commissioned Officer in the 194th Long Range Surveillance Detachment in Iraq during 2004-2005, I appreciate the opportunity to have served our great nation and I hope that in some small way I upheld the standard of those who served before me, especially my grandfathers, father, uncles and cousin.

To the veterans and their families of whom this honest oversight has aggrieved I sincerely apologize and want all veterans to know that our city truly appreciates your sacrifice and service.

Sincerely,

A handwritten signature in blue ink that reads 'Brian W. Silcott'. The signature is fluid and cursive, with the first name 'Brian' being the most prominent.

Brian W. Silcott
City Administrator



CITY OF GODDARD

"Make Goddard home, your family deserves quality!"

www.goddardkansas.us

P.O. Box 667 • 118 N Main • Goddard, Kansas 67052 • 316-794-2441 • FAX: 316-794-2401

To: All Public Works Staff
From: Brian W. Silcott, City Administrator
Date: July 7, 2009
Re: Placement & Display of American Flags on City Right-of-Way

Colleagues:

Effective immediately the City of Goddard will be responsible for placing American flags along US-54/Kellogg, Main Street, & other areas deemed necessary. The Department of Public Works (formerly maintenance) under the direction of the Public Works Supervisor shall be accountable for the placement of flags within the areas defined by the Mayor or in his/her absence the City Administrator. The flags will be displayed on the following holidays:

Inauguration Day	January 20 th
Kansas Day	January 29 th
Memorial Day	4 th Monday in May
Flag Day	June 14 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans Day	November 11 th

Other dates proclaimed by the President of the United States

In the event the holiday falls on a weekend or a Monday, such as Memorial Day the flags are to be displayed during the Friday on the weekend preceding the holiday. Thank you for your attention to this message.

Sincerely,

Brian W. Silcott
City Administrator

Cc: American Legion Post 416
Mayor Gregory



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for November 26, 2012
Date: November 26, 2012

Road Closure & Large Event Permit: Staff is working on a policy that will be presented to the governing body for review and comment sometime in December.

Water Well House Roof Replacement & Exhaust Fan Installation: Tylor will present a brief receive & file report on the completed Well house roof project at the December 3rd regular meeting. City Engineer Harlan Foraker is working on a site plan and survey to meet City of Wichita design requirements so that the City can consider estimate for the construction of a new well house for water well #7. The City of Wichita considers the project to be a Group U occupancy type which is an accessory structure. A site plan and survey of the location is required. The permit cost will be a \$25 permit fee. City Engineer Harlan Foraker is working with City of Wichita officials on the matter.

Water Supply Line: Regretfully I have nothing new to report on the status of the water supply line plan review. The plans were submitted to KDHE for review and approval in August. The delay is a result of the State of Kansas's budget woes which have resulted in staff reductions and reassignments within KDHE.

Kellogg Water Supply Line Relocation: This item will be considered at the December 3rd regular meeting.

Street Operations: Highlights from the past two weeks for the street crew includes street sweeping operations on Main Street, all East-West roads in throughout the entire old town area. Staff graded dirt roads and spent a good amount of time working to install playground equipment in the Linear Park. The street crew installed Christmas decorations and also constructed a master list of which decorations are to be attached to a specific pole. Each decoration has unique bracket attachments for each pole and now there is a master list reflecting which decoration goes where. Crews replaced a 40 mph sign that was stolen on 183rd Street. Staff also delivered the salt sand spreader to a welding shop to repair screens what are used to breakup chunks of salt that filter down into the salt/sand spreader. The street crew also completed all preparatory tasks to make the brine tanks fully functional. The City of Goddard now has the ability to pre-treat our streets & roadways in anticipation of freezing inclement weather!

One item of note is that staff field tested a low cost alternative for grading dirt roads. The piece of equipment is a tow behind road groomer that pulls dirt from the shoulder into the center of the roadway as opposed to the road graders method of taking from the middle and pushing it the shoulder. We believe this piece of equipment is more effective and efficient for maintaining dirt roads and a fraction of the overall cost of the road grader. Staff is researching cost effective alternatives for the maintenance of our dirt road system.

Water & Wastewater Operations: The City's average water table depth was 47 ½' last week. Other highlights include 55 utility locates (4 were emergency locates requiring immediate attention) for Kansas One Call, staff conducted meter reading operation and performed 21 meter re-reads and 34 service disconnects and 33 reconnects. Staff also spent a full day working on the Spring Hill lift station which malfunctioned when the winch cable became disconnected from its attachment point, fell, and became entangled in debris and clogged the pump. The malfunction required Mayer Specialty Services to remove excess sewage from the wet well, retrieve the cable and pump. The pump had to be taken to Lee Matthews Equipment to repair the pump. The lift station is operating normally but is functioning with one chopper pump. Presently, it is unknown how long the pump will be out of service or what the total amount estimated to repair the pump.

Wastewater staff performed routine plant operations and KDHE required testing procedures. Staff also serviced the southwest lagoon aerator. Mayer Specialty is conducting annual sanitary sewer cleaning therefore City staff distributed notices of the cleaning to residents in the south portion of Old Town where the line cleaning is occurring.

Fleet Maintenance Request for Proposals: The fleet maintenance RFP with the amended changes will be distributed to local automotive repair shops for bid on Wednesday, November 28, 2012.

November Sedgwick County Sales Tax Distribution: The City of Goddard received Sedgwick County's distribution of the countywide sales tax. This distribution includes the sales tax and the compensating use tax, combined they total \$48,636.06. This is highest amount received for the month of November and is a 11.09% increase compared to November 2011's distribution.

Goddard Police Department: The GPD participated in KDOT's Special Traffic Enforcement Program (STEP) and made extra-patrols targeting seat-belt, child restrain, and DUI enforcement. Officers issued many citations and made 3 arrests for driving while licenses suspended. All overtime costs incurred by the City will be reimbursed by KDOT. GPD also participates in the Memorial Day & Labor Day STEP focused enforcement, which has resulted (and has been mentioned in previous CAO reports) in KDOT awarding the department a laser radar gun (LIDAR), a breathalyzer, and 2 body cameras.

Chief Houston has announced GPD's targeted enforcement zones for the 2013 calendar year. I have included his memorandum with this report. The targeted enforcement locations will be posted on the City's Facebook and twitter pages.

St. Andrew's 4th Addition Temp Note: A meeting has been scheduled for Thursday with Mr. Kelsey to discuss the temp note rollover. It is planned that Mayor Gregory & Council President Torske will attend.

Policy on Road Use/Closure for non-City Functions/Events: Staff will present a draft policy on the road use/closure for non-City functions and events at the December 17th regular meeting.

UPCOMING AGENDA ITEMS:

- December 3rd Regular Meeting
 - Waterline Relocation Agreement with the City of Wichita
 - Proclamation of Derek Norris Appreciation Day
 - Receive & File the City's Utility Locate Policy
 - Conduct an Assessment Hearing for St Andrews 4th Addition Improvements
 - Adopt an Assessment Ordinance for St Andrews 4th Addition Improvements

- Discussion of 2012 General Fund Transfer Scenarios
- Receive & File Water Well Roof Report
- December 17th Regular Meeting
 - Proposed STAR Bond District Public Hearing
 - Consider an Ordinance Establishing a STAR Bond District
 - 2012 Boundary Resolution
 - Review & Comment on Draft Policy for Road Use/Closure for non-City Functions/Events
 - Authorize 4th Quarter 2012 Transfers

UPCOMING MEETINGS & EVENTS:

- Goddard Christmas Tree lighting ceremony is **Saturday, December 1st** at 7pm on the Goddard Public Library lawn. **Santa will arrive at 7pm sharp!**
- Regular City Council meeting is **Monday, December 3rd** at 7pm in the Council Chambers.
- The Goddard Chamber of Commerce meeting is **Thursday, December 6th** at noon in the Pizza Hut meeting room.
- **FREE** Breakfast with Santa is **Saturday, December 8th** at the Goddard High School 8:55am to 11am.
- Municipal Court is **Tuesday, December 11th** at 7pm in City Hall.
- Planning Commission meeting is **Thursday, December 13th** at 7pm in the Council Chambers.
- Operation Mitten Tree community gift wrap is **Sunday, December 16th** 1-4pm at Goddard UMC.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



-GODDARD- POLICE DEPT.

118 N. Main Goddard, KS 67052
(316) 794-2051 FAX (316) 794-2811
www.goddardks.gov/police

TRAFFIC ENFORCEMENT SCHEDULE

The following is a list of locations where officers may concentrate efforts from time to time in monitoring high accident and traffic complaint areas:

December 2	19900 W. Kellogg
December 9	18300 W. Kellogg
December 16	16700 W. Kellogg
December 23	Kellogg and Main
December 30	Kellogg and Cedar
January 6	1700 S. 183 rd W.
January 13	Pawnee and Main
January 20	300 S. Walnut
January 27	400 N. Oak
February 3	1100 S. 199 th W
February 10	Maple and 183 rd W
February 17	Maple and Spring Hill Dr.
February 24	1100 S. 183 rd W.
March 3	300 N. Goddard Rd
March 10	400 S. Goddard Rd
March 17	200 N. Main
March 24	300 S. Main
March 31	Oak and Kellogg
April 7	21500 W. Kellogg
April 14	Main and Kellogg

April 21	19900 W. Kellogg
April 28	1200 S. 199 th W
May 5	18300 W. Maple
May 12	1100 S. 183 rd W.
May 19	18300 W. Kellogg
May 26	1700 S. 183 rd W
June 2	16700 W. Kellogg
June 9	1400 S. 167 th W.
June 16	19000 W. 23 rd S.
June 23	Pawnee and Main
June 30	300 S. Main
July 7	300 S. Walnut
July 14	200 N. Main
July 21	21500 W. Kellogg
July 28	Oak and Kellogg Frontage
August 4	Main and Kellogg
August 11	300 N. Goddard Rd
August 18	400 S. Goddard Rd
August 25	300 N. Walnut
September 1	300 S. Walnut
September 8	400 N. Oak
September 15	200 N. Main
September 22	1400 S. 167 th W
September 29	1700 W. 183 rd W
October 6	16700 W. Kellogg
October 13	18300 W. Kellogg
October 20	Pawnee and Goddard Rd

October 27	21500 W. Kellogg
November 3	19900 W. Kellogg
November 10	1200 S. 199 th W
November 17	300 N. Goddard Rd
November 24	Santa Fe and Goddard Rd
December 1	300 S. Main
December 8	200 N. Main
December 15	Kellogg and Main
December 22	Maple and Spring Hill Dr
December 29	1100 S. 183 rd W



City of Goddard

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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for December 3, 2012
Date: December 3, 2012

City Storm Shelter: The project is progressing with the FEMA rated storm doors scheduled to ship December 6th and should arrive December 10th with installation occurring the week of December 17th. The full length hand rails should arrive January 7th with installation occurring that week. Interior grouting is occurring this week and the floor leveling will occur soon thereafter.

The project was authorized on June 18, 2012 with a project budget of \$84,821.10 with costs to be allocated to the Capital Improvement Fund, cost center Public Buildings, line item Capital Outlay Buildings (90-960-8130). The project budget was increased to \$91,321.10 to account for the cost of the installation and exit hardware for the doors. To date \$18,921 has been expended and \$72,400 remains in the project budget.

2013 Zoning Map: City Engineer Harlan Foraker and Director of Community Development are working to construct an updated zoning map for your consideration at the January 7th regular Council meeting.

Linear Park Playground Equipment: The reconstruction of the Goddard Lion's Club's gift of playground equipment will renew tomorrow. The project has been delayed as staff worked to install the City's holiday lighting. City staff continues to reconstruct the equipment as time allows.

Property Condemnation: I have nothing new to report on the condemnation hearing for the 50'x50' property that has a unique title situation and excessive tax liens and which contains a sanitary sewer line serving the Credit Union of America property and adjacent parcels has been scheduled for Tuesday, January 22nd at 9am.

STAR Bond Frequently Asked Questions (FAQ): The FAQ sheet which addresses the basics of the STAR Bond process and its potential impact on Goddard. I will distribute this item to the Governing Body later this week and we will also place the material on the City's website. Staff is working to construct additional educational material for distribution to Goddard's citizenry.

Site Plan Approval & Industrial Revenue Bonds for Senior Living Facility: As was reported in the October 1st, October 8th, October 15th and November 5th City Administrator's report this item has been reported in the Times-Sentinel and the Wichita Business Journal. The Site Plan has been reviewed by the Planning Commission and is scheduled to review the site plan at the December 13th Planning Commission meeting with the City Council considering approval of the site plan on December 17th. The project is estimated to total \$13 Million in improvements with the taxable IRB providing sales tax abatement. The City has no financial exposure from the issuance of an IRB. I anticipate the developer will request tax

abatement on the project but it is unknown how any request may be structured. Any tax abatement presented to the City will also include a cost-benefit analysis from the Wichita State's Center for Economic Development & Business Research (CEDBR). This item will be reported as more is known. The **tentative** IRB calendar will have the governing body considering a resolution calling for a public hearing at the December 17th regular Council meeting with a hearing set for January 7th.

Pavement Design Standards: City Engineer Harlan Foraker is working to develop a set of pavement standards. Staff hopes to have the standards completed and present the Governing Body with draft specifications at the February 4th regular meeting. A typical commercial parking lot is constructed with a 6" crushed rock base and either 5" concrete surface or a 6" of "hot mix" asphalt surface. It is important to note that construction of the base should be constructed in accordance with a geotechnical analysis.

Joint City Council & Planning Commission Meeting: This item will be updated once a date is set. Tentatively we anticipate this to the January 14th Planning Commission meeting or a special City Council meeting in late January.

UPCOMING AGENDA ITEMS:

- December 17th Regular Meeting
 - Proposed STAR Bond District Public Hearing
 - Consider an Ordinance Establishing a STAR Bond District
 - 2012 Boundary Resolution
 - Consider Site Plan Approval on a senior living facility
 - Consider a Resolution setting a Public Hearing for the issuance of an IRB for a senior living facility
- January 7th Regular Meeting
 - Adopt the 2013 Zoning Map
 - Approve final cost for the 183rd Street & water storage tank projects
 - Adopt a resolution for calling for February 4th bond sale on 183rd & tank projects
 - Approve the Preliminary Official Statement for the February 4th bond sale
 - Award bid for 2013 Fleet Maintenance Contract
 - Consider the annual G.A.A.P. waiver
 - Consider the annual bill payment authorization
 - 2013 City Council Goal Setting & Work Plan

UPCOMING MEETINGS & EVENTS:

- The Goddard Chamber of Commerce meeting is **Thursday, December 6th** at noon in the Pizza Hut meeting room.
- **FREE** Breakfast with Santa is **Saturday, December 8th** at the Goddard High School 8:55am to 11am.
- Municipal Court is **Tuesday, December 11th** at 7pm in City Hall.
- Planning Commission meeting is **Thursday, December 13th** at 7pm in the Council Chambers.
- Operation Mitten Tree community gift wrap is **Sunday, December 16th** 1-4pm at Goddard UMC.
- City Council Meeting, **Monday, December 17th** at 7 pm in City Hall.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for December 17, 2012
Date: December 17, 2012

City Storm Shelter: The project is progressing; the FEMA rated storm door installation should occur this week. The grouting which should have occurred the week of December 3rd is behind schedule but will be completed this week. If needed the leveling course on the inside will occur in the following weeks. The full length hand rails should arrive January 7th with installation occurring that week.

The project was authorized on June 18, 2012 with a project budget of \$84,821.10 with costs to be allocated to the Capital Improvement Fund, cost center Public Buildings, line item Capital Outlay Buildings (90-960-8130). The project budget was increased to \$91,321.10 to account for the cost of the installation and exit hardware for the doors. To date \$18,921 has been expended and \$72,400 remains in the project budget.

2013 Zoning Map: City Engineer Harlan Foraker and Director of Community Development Justin Givens are working to construct an updated zoning map for your consideration at the January 7th regular Council meeting.

Linear Park Playground Equipment: Reconstruction of the Goddard Lion's Club's gift of playground equipment continues and the project has been delayed as staff worked to install the City's holiday lighting. City staff continues to reconstruct the equipment as time allows.

Property Condemnation: I have nothing new to report on the condemnation hearing for the 50'x50' property that has a unique title situation, and excessive tax liens and a sanitary sewer line serving the Credit Union of America property and adjacent parcels which has been scheduled for Tuesday, January 22nd at 9am.

Pavement Design Standards: There is nothing new to report as City Engineer Harlan Foraker is working to develop a set of pavement standards. Staff hopes to have the standards completed and present the Governing Body with draft specifications at the February 4th regular meeting. A typical commercial parking lot is constructed with a 6" crushed rock base and either 5" concrete surface or a 6" of "hot mix" asphalt surface. It is important to note that construction of the base should be constructed in accordance with a geotechnical analysis.

Joint City Council & Planning Commission Meeting: The special joint City Council/Planning Commission meeting is scheduled for Thursday, January 24th at 7pm in the City Council Chambers. Please note: **There is no City Council meeting on Monday, January 21st or Tuesday, January 22nd.**

Primary Water Supply Line: City Engineer Harlan Foraker has received feedback on the initial set of plans for the construction document. Once Harlan has completed the changes to the design documents they will be submitted to KDHE for final approval in mid-January 2013. We anticipate an early February 2013 bid announcement with a bid award occurring mid to late March 2013.

Water Supply Line Relocation: City Engineer Harlan Foraker has submitted design documents to KDHE for review on the project, Harlan will continue to follow-up with KDHE in an effort to expedite the review process. We anticipate soliciting bids within 30 days of KDHE's approval of final plan documents.

Water Well House #7 Project: The City Engineer is proceeding with the development of a site plan that is tentatively scheduled for review by the governing body at the February 4th meeting. We hope to have price estimates on new construction by the January 7th meeting. Once the cost estimate is known and the site plan is completed and a funding source has been identified the project can proceed with the solicitation of construction bids.

City Hall Renovation: Staff is developing City Hall reconstruction options for the front portion of City Hall. The review of options is tentatively scheduled for a February regular meeting date.

UPCOMING AGENDA ITEMS:

- January 7th Regular Meeting
 - Adopt the 2013 Zoning Map
 - Approve final cost for the 183rd Street & water storage tank projects
 - Adopt a resolution for calling for February 4th bond sale on 183rd & tank projects
 - Approve the Preliminary Official Statement for the February 4th bond sale
 - Consider the annual G.A.A.P. waiver
 - Consider the annual bill payment authorization
 - 2013 City Council Goal Setting & Work Plan
- January 24th Special City Council/Planning Commission Meeting

UPCOMING MEETINGS & EVENTS:

- City Hall will close at noon on Monday, December 24th and reopen at 8am on Wednesday, December 26th. Emergency service providers, including the Goddard Police Department will be patrolling and responding to all calls.
- City Hall will close on Monday, December 31, 2012 and reopen Wednesday January 2, 2013 at 8am. . Emergency service providers, including the Goddard Police Department will be patrolling and responding to all calls.
- In the event of inclement weather conditions or unsafe road conditions, Public Works crews will respond during the Christmas and New Year's holidays in an effort to make our roadways as safe as prudently possible.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator